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1. Purpose. To establish standards and provide instructions per the references for Pre-Mobilization Training within the Marine Forces Reserve (MARFORRES).
2. Action. Commanding Generals, Commanding Officers, Officers in Charge and Inspector-Instructors shall be guided by the provisions of this Manual in the conduct of pre-mobilization training.
3. Recommendations. Recommendations concerning the contents of the Standing Operating Procedures for Pre-Mobilization Training are invited. Such recommendations will be forwarded to the Commander, MARFORRES (G-3T) via the appropriate chain of command.
4. Reserve Applicability. This Manual is applicable to the Marine Corps Reserve.
5. Certification. Reviewed and approved this date.

J. M. Maloney
J. M. MALONEY
Chief of Staff

DISTRIBUTION: D

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LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES FOR PRE-MOBILIZATION TRAINING
(SHORT TITLE: SOP FOR TRAINING)

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ENCLOSURE (1)

SOP FOR TRAINING

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

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INTRODUCTION

0001. PURPOSE. This Manual is a tool for use by Marine Forces Reserve (MARFORRES), Major Subordinate Commands (MSC's) and Force Level units.

0002. OBJECTIVE. The overall objective for MARFORRES is readiness for mobilization and combat. In achieving this objective, MARFORRES units can be ensured that they will be in the highest possible state of training; be able to assemble and move to their designated Station of Initial Assignment (SIA) with their personnel and equipment; and deploy to perform their mission in combat.

0003. BACKGROUND. Since the Marine Corps Reserve consists of citizen Marines serving voluntarily, MARFORRES training must remain flexible. This is essential for effective management of personnel and accommodation of civilian employment. Mission Essential Task Lists (METL) identified for each command will take precedence over all other training. This is the number one priority for training; mission readiness for combat is paramount: waivers for other training is available via the chain of command if justifiable. Commanders must also ensure Marines are afforded every opportunity to attend and complete MOS producing and formal schools in order to promote career growth. As a general rule, training needs and requirements of each Marine have priority over operational commitments.

0004. INFORMATION. Units and individuals of MARFORRES are subject to the operational control of Active component Marine Forces by the direction of the Commandant of the Marine Corps. The Commander, MARFORRES exercises peacetime command, control and resource allocation for Selected Marine Corps Reserve (SMCR) units, the Pre-trained Individual Manpower (PIM), the Individual Ready Reserve (IRR), the Standby Reserve, and the Retired Reserve.

Training management responsibility rests with MARFORRES for the following units:

- Force Level SMCR units
- Reserve Marine Air Ground Task Force Command Elements
Atlantic/Pacific (RMAGTFCELAN/PAC)

Training management responsibility for all other units will be delegated to the appropriate Major Subordinate Commands (MSCs) in order to achieve manpower efficiency.



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CHAPTER 1

TRAINING PHILOSOPHY AND PRINCIPLES

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CHAPTER 1

TRAINING PHILOSOPHY AND PRINCIPLES

1000. GENERAL. This chapter contains the Marine Corps training philosophy and principles which apply to MARFORRES training. Collectively, they represent the manner and attitude in which training prescribed by this Manual are expected to be planned, conducted, and evaluated by every element in the MARFORRES.

1001. PHILOSOPHY. The history of battle, the experience of commanders, and the wisdom of military philosophers all confirm the direct correlation between training and victory in war. Successful combat units train as they intend to fight and fight as they are trained. Based on the latter, the Marine Corps developed the following basic philosophy concerning training.

1. Imperative of Training. Training is a professional and moral imperative. The MARFORRES's first responsibility is to ensure that the Reserve Component is properly trained.
2. Training Requirements come from the Battlefield. Because the Marine Corps trains for war, the battlefield fixes the directions and goals of training. The battlefield makes rigorous physical, psychological, and moral demands requiring training to produce both tangible and intangible qualities in Marines and units.

1002. PRINCIPLES. The principles of Marine Corps Training are:

1. Train as you Fight. All peacetime training must conform to battlefield requirements. Leaders ensure that individual Marines and units are trained realistically to cope with the complex, stressful, and lethal situations they will encounter in war.

a. Units must train the way they will fight. Leaders must prepare realistic scenarios based on enemy doctrine enabling their units to train under simulated combat conditions. Units must rely on tools such as the Multiple Integrated Laser Engagement System (MILES), Opposing Forces (OPFOR), Electronic Warfare (EW), Indoor Squad Trainer (IST), Indoor Simulated Marksmanship Trainer (ISMT), and Nuclear, Biological, and Chemical (NBC) simulations to create realistic training environments.

b. Marines benefit from realistic training compatible with their level of skill and experience. Expose Marines to realistic training environments early and continue this training throughout their careers.

2. Make Commanders/Officers in Charge the Primary Trainers.

Commanders at all levels are responsible for the training and performance of their Marines and units. Battalion/squadron commanders train company/detachment commanders and so on. All leaders are trainers and coaches who participate in training. The role of the Active Duty staff needs to be addressed at this point. Active Duty staffs perform the following functions concerning training:

- a. Assist in training development. To include reviewing all training materials to ensure they are representative of actual tasks (from MBST, ITTS, and MPS), and are meeting the Mission Essential Tasks established by the commander/OIC and higher headquarters.
- b. Review all training plans to ensure the unit is meeting all training requirements.
- c. Act as the training administrator.
- d. Evaluate all training conducted by the unit. The Active Duty staff should not participate in the training, but should be actively involved as an advisor/instructor.

3. Standards Based Training. The doctrine, tactics, techniques, and procedures used by Marines and units to train, operate, maintain, and fight must be the same throughout the entire Marine Corps. Standard based training makes maximum use of training time, promotes the performance of replacements during war, and builds confidence in Marines and in units.

4. Use Performance-Oriented Training. Marines must be proficient in the basic skills required to perform the jobs under battlefield conditions. To achieve results, all training should be performance oriented. Marines learn best through performance oriented training. Therefore, use the times indicated on the training schedule as a guide, and continue to conduct training until standards are met.

5. Mission Analysis and Mission-Oriented Training. Designing training programs from a properly conducted mission analysis is essential to obtain maximum training benefits. Mission analysis provides a careful assessment of the operational mission, details specified and implied tasks, and develops a Mission-Essential Task List (METL). In other words, units train for Marine Corps Combat Readiness Evaluation System (MCCRES) tasks that are dictated by their combat missions. Units are taught these tasks according to prescribed collective and individual training standards set forth in MCCRES and the Individual Training Standards System (ITSS).

6. Train to Fight and Support as a Combined Arms Marine Air Ground Task Force (MAGTF) Team. The cornerstone of today's Marine Corps is

the combined arms team. At company, battalion, squadron, group and regiment levels, combined arms provide the focus for specific training requirements for combat support, combat service support, and aviation elements. Combined arms also allows integration of indirect fires, electronic warfare, aviation, engineer, and air defense at these levels. We cannot over emphasize the need for commanders and staffs at regiment and higher levels to continually train to synchronize and integrate operations.

7. Train to Sustain Proficiency. Once units have trained to a required level of proficiency, they must sustain it. To sustain proficiency, commanders must continuously evaluate performance and design training programs to correct weakness' and reinforce strengths. The MCCRES is a program that allows for development and sustainment of overall multi-echelon and individual training. It is not an event but, rather, the key to sustaining a high level of proficiency. The MCCRES is the continuous process of training, evaluating results, analyzing feedback, and training again to strengthen weak areas.

8. Train to Challenge. Training must be challenging for every Marine. The pride and satisfaction gained by meeting training challenges increases both the capacity and motivation for further challenges. Challenging training builds competence and confidence developing new skills. It instills loyalty, dedication and inspires excellence by fostering initiative, enthusiasm, and eagerness to learn.



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CHAPTER 2

TRAINING MANAGEMENT

2000. GENERAL. It is essential that each commander/OIC use the Systems Approach to Training (SAT), Unit Training Management (UTM) Guide (FMFM 0-1), and the How to Conduct Training (HCT) (FMFM 0-1A), to manage their training program. The following information has been extracted from various training management references and consolidated to provide all MARFORRES commanders and OICS with a single source reference to guide them in training management.

2001. Training Management

1. Program Development

a. The commander is responsible for the training of his unit. The commander plans training events and activities using reverse planning. The commander identifies training standards, provides guidance, and ensures that the necessary resources are available. Commanders develop overall unit training programs based on the best combination of resources, materials, guidance, and time to meet specific training needs.

b. Commanders at all levels bear responsibility for training their subordinates. This includes proper employment of training management. Commanders must hold their subordinate leaders accountable for preparing and implementing effective training programs.

c. Evaluations provide feedback to commanders, training managers, trainers, Marines, and appropriate support agencies. This feedback affects future plans, resource actions, and current unit training.

2. Responsibilities

a. The responsibility of the commander is to command and lead his unit in the execution of collective tasks to train his officers, Staff Noncommissioned Officers (SNCO's), and Noncommissioned Officers (NCO's), and to manage the unit's resources. The responsibility of the NCO is to train subordinates in their individual tasks and crews' duties, and to care for the personnel and equipment assigned to the unit, section, team or crew.

b. Leaders are responsible for assessing individual and collective proficiency. Leaders assess individual proficiency by evaluating task performance during training against standards in the MCCRES, or the ITS, subject to existing training conditions.

3. Guidance. The following quote by General Bruce C. Clark is provided as training management guidance:

"Do essential things first. There is not enough time for the commander to do everything. Each commander will have to determine wisely what is essential, and assign responsibilities for accomplishment. He should spend the remaining time on non-essentials. This is especially true of training. Non-essentials should not take up time required for essentials."

4. METL Development Process. Battle-focused training programs are based on wartime requirements. Marine Corps organizations cannot achieve and sustain proficiency on every possible training task. Therefore, commanders must selectively identify the tasks that are essential to accomplishing the organization's wartime mission.

5. Inputs to METL Development

a. War Plans. The most critical inputs to METL development are the organization's wartime operations and contingency plans.

b. External Directives. External directives are additional sources of training tasks that relate to an organizations' wartime mission. Some examples are:

- (1) Mission training plans.
- (2) Mobilization plans.
- (3) Installation wartime transition and deployment plans.
- (4) Force integration plans.

c. Internal Directives. The MARFORRES Campaign Plan establishes mission focus for each MSC and Force Level unit.

6. Commander's Analysis. Commanders analyze the applicable tasks contained in external directives and select for training only those tasks essential and intended to accomplish their organizations' wartime mission. This information is contained in the Marine Forces Reserve (MARFORRES) Campaign Plan. The compilation of tasks critical for wartime mission accomplishment is the organizations' METL. Remember METL's all have the same priority. They all are mission essential and must be contained in the MARFORRES Campaign Plan and incorporated into the training plan.

a. To illustrate the METL development process, the following tasking statement is the starting point for determining the most important training tasks:

b. 4th Marine Division. Train and Administer a division headquarters, ground combat and combat support units in the full range of employment roles for like Active Force units or as directed by CMC.

c. 14th Marines. Regimental Mission Essential Tasks.

- (1) Provide Direct Support Artillery Fires.
- (2) Provide General Support Artillery Fires.
- (3) Provide Fire Support Coordination for the Division.
- (4) Provide Alternate Command Post capability for the Division.

d. 3rd Battalion/14th Marines - Battalion Mission Essential Tasks MCCRES Vol. V, MCO 3501.6B.

- (1) Conduct Battalion Operations-----MPS 5B.3
- (2) Conduct Fire Direction-----MPS 5B.4
- (3) Conduct Fire Support Coordination-----MPS 5B.5
- (4) Conduct Target Acquisition-----MPS 5B.10

e. CONDUCT FIRE SUPPORT COORDINATION

- (1) 5B.5.1 - Advise Supported Units on Enemy Fire Support Capabilities.
- (2) 5B.5.2 - Conduct Fire Support Planning.
- (3) 5B.5.4 - Employ Fire Support Coordination Measures and Procedures.
- (4) 5B.5.6 - Plan for Employment of Fire Support

f. EMPLOY FIRE SUPPORT COORDINATION MEASURES AND PROCEDURES.
MCO 1510.80a - Field Artillery Officer ITS - 16 tasks.

g. Emphasize gunnery, weaponry, and tactics in the training of Battalions. Ensure training is accomplished in fire support and fire support coordination. At a minimum, ensure at least thirty-five percent (35%) of training time is spent on exercise and training activities involving live fire.



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CHAPTER 3

TRAINING PLANNING

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CHAPTER 3

TRAINING PLANNING

3000. GENERAL. Unit Training Planning provides the transition from analysis to the conduct of training. Unit Training management encompasses planning, management, support and administration of training.

3001. COMMAND GUIDANCE

1. Tasks

a. Plans start with selection of MCCRES STANDARDS (MPSS) which are derived from the unit mission and feedback from previous training. Company/battalion/squadron commanders and their staffs normally select these training standards. They are important for effective training because they specify:

(1) The COLLECTIVE tasks to be trained.

(2) The conditions under which the training is to be conducted, including equipment and tactical situation.

(3) The INDIVIDUAL standards to which the Marines or units must be trained to accomplish the collective tasks.

b. Command training guidance describes the standards and conditions under which the Marines must be able to perform the tasks during training.

c. Junior leaders must conduct training to meet the needs of their own platoons, detachments, squads, sections, or crews which comply with the training prescribed by command guidance. In instances where individual and collective standards do not exist, the leader may develop his own tasks to be trained. These tasks will normally be taken from Individual Training Standards System (ITSS) manuals or the unit MCCRES.

2. Methods. Each commander must analyze the tasks for instruction and develop training methods. The training must produce Marines who are able to perform to the standards stated in the Individual Training Standards (ITS)/Mission Performance Standards (MPS).

3. Environment. If a unit is going to practice tactical movement and weapons emplacement, a realistic field maneuver area is essential.

4. Resources. Information concerning resource allocation, training methods, and details is provided during training meetings or is noted on the training schedule.

5. Schedule. A time-phase plan is only a guide; training is performance-oriented, not time-oriented. Reverse planning is a good method for integrating time and performance requirements.

3002. TRAINING AIDS AND REFERENCE MATERIALS

1. Films and TV Tapes. Action films and TV tapes are normally more effective than long lectures that do not hold Marines attention.

2. Marine Corps Correspondence Course Program. Leaders who anticipate the training they will have to conduct several months in the future can prepare themselves by enrolling in Marine Corps Institute (MCI) correspondence courses.

3. Marine Corps Combat Readiness Evaluation System. MCCRES helps commanders and unit trainers establish standards of performance in training so that units will be able to carry out their missions successfully under combat conditions. The MCCRES is very effective as a diagnostic tool; it should never be used as a score card.

4. Doctrinal Publications. Doctrinal publications often provide a clear and thorough explanation of training doctrines. Such explanations often provide the fundamental knowledge long since missing at the unit level.

5. Individual Training Standards System Manuals. ITSS manuals are the primary references for training common and MOS-related tasks.

a. These manuals standardize Marine training for common tasks and for each MOS within a given enlisted Occupational Field (OF) throughout the Marine Corps.

b. ITSS manuals should be used as references for planning, preparing, conducting, and evaluating training.

3003. PREPARATION OF MARINES. Prepare your Marines physically and intellectually for scheduled training. Remember, a Marine who understands "where he is going, and how he is going to get there" will more likely reach his destination than the Marine who is merely offered ambiguous advice and set out on his own to learn. More specifically, make sure they understand ITSS and MCCRES standards and that they are expected to meet them.

3004. PREPARATION OF RESOURCES. Carefully planned and rehearsed training ensures that equipment, facilities, and materials are available and operational at the training site.

1. Equipment. Checks must be made to ensure all needed actions have been taken to make the equipment available and functional at the training site.

a. Coordination. Training aids, devices, and full-or part-task trainers and simulators must be reserved early enough to ensure availability. Reserve them only for the specific period needed to ensure maximum utility by all units requiring their utilization.

b. Preparation of equipment. A chalk board, for example, requires chalk and eraser, while a projector requires a spare bulb, a screen, and possibly an extension cord. MILES requires batteries, controller keys, and other items. Do not assume equipment will function flawlessly according to expectations. Do not make your first test run of the equipment during scheduled training.

c. Preparation of personnel. Trainers must actually use the equipment during rehearsals to use it well during scheduled training. Also trainers need to become familiar enough with the equipment to teach others how to use it in their absence.

2. Facilities. Facilities include classrooms, tents, parking lots, ranges, local training areas, reserve centers, armories, or state reservations. The nature of the training is the determining factor. Some facilities do not require any preparation. Others require extensive preparation. As with equipment, facilities must be coordinated and reconnoitered

3. Materials. Ammunition, fuel, targets and other sensitive perishable materials must be stored in an appropriate manner. Plan for moving materials to the training sites. Arrange, also, for unpacking, preparing, issuing, and using the materials.

4. Lessons Learned. Make log entries of all significant lessons learned through the trial and error of training preparation for every drill. Include these lessons in your internal reporting, MCLLS reporting (when appropriate), and in your personal and office turnover files.

3005. TIME MANAGEMENT. During mid-range planning, commanders organize training time to support mission essential training and concentrate training distracters in support periods. The goal of training management is the best combination of resources, material, guidance and time to attain specific training requirements.

3006. MID-RANGE PLANNING. Senior commanders link training strategies to executable training plans by designing and scheduling training events. During mid-range planning, commanders and their staffs make a broad assessment of the number, type, and duration of training events required to accomplish METL training. Major training events are the common building blocks that support an integrated set of METL-related training requirements. Included in mid-range training plans, major training events form the framework for resource allocation and provide early planning guidance to subordinate commanders and staffs. Mid-range training addresses the immediate future, usually twelve (12) months. Appendix G gives an example of a Mid-range Training Plan.

3007. TRAINING RESOURCES. A METL-based events approach to resource planning is used for the allocation of time, facilities, ammunition, funds, fuel products, and other resources. For example, a reasonably close approximation of the future POL (Class III) and repair parts (Class IX) resource requirements (the most significant operations and maintenance costs in a tank battalion) can be calculated for a training event.

3008. SHORT-RANGE PLANNING. Short-range plans define in greater detail the broad guidance on training events and other activities contained in the mid-range training guidance and mid-range calendar. They refine the allocation of resources to subordinate organizations and provide a common basis for preparing short-range training plans. Appendix H is an example of a Short-range Training Plan. Short range planning is primarily conducted at battalion and subordinate unit levels. It is conducted to:

1. Complete detailed training schedules that are designed to execute training objectives specified in the mid-range training plan.
2. Make final coordination for the allocation of resources to be used in training.
3. Provide specific guidance to trainers.
4. Complete final coordination with other units that will participate in training as part of the combined plan.

3009. TRAINING MEETINGS. Training meetings are a valuable tool and are primarily conducted in two forms, Pre-Drill meeting and Post-Drill meeting.

1. Pre-drill meetings - Key personnel, Officers, SNCO's and I&I staff go over lessons learned from last drill that pertain to the type of training that is to be conducted in the future. Show stoppers (ammo, ranges, and transportation) are discussed here.
2. Post-drill meetings - Include same members from the pre-drill meeting, as well as those identified for the next drill. Lessons learned from the drill just completed, and assigned tasks and responsibilities for the next drill are discussed.
3. If possible, Commanding Officers/OICs should meet with the Active Duty staff at least one week prior to the drill to identify any problems encountered preparing for the drill. Key personnel and Active Duty staff should coordinate with each other to ensure all preparation for the drill is accomplished.

3010. OUTLINES. Once the training schedule is developed, training outlines are prepared for each subject to be taught or each training session to be conducted. Training outlines consist of the following eight elements: training standards, caution statements, pretests, orientation statements, demonstrations, performance steps, practice, and performance evaluations.

1. Training Standards. Training standards are published in MCCRES or ITSS manuals and will be indicated in the remarks portion of the training schedule.

2. Performance Evaluation

- a. Performance evaluation makes up the final part of any individual or collective training session. If the Marines or unit cannot perform to standards, the trainers critique their performance and give them additional training until they can. If time runs out on the individual training session and some Marines have not performed to standards, remedial training is required.

- b. Collective evaluations follow the MCCRES and they are conducted under field conditions that are as realistic as possible. If the squad, section, or crew fails to meet the standards, the next higher leader must be informed so that he can schedule additional remedial training.

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CHAPTER 4

TRAINING EVALUATION

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CHAPTER 4

TRAINING EVALUATION

4000. GENERAL

1. To determine if training is effective, commanders/OIC's must evaluate the training conducted. The Marine Corps Combat Readiness Evaluation System (MCCRES) provides a checklist for the commander and OIC to use in the evaluation process.
2. Once practice is completed, leaders formally evaluate the performance of Marines and units against MCCRES or ITSS standards. Such evaluations help to determine if the training program is meeting training goals.

4001. EVALUATIONS AND TESTS

1. Post Training Checks. Performance-oriented evaluations follow this sequence:
 - a. Set up the conditions. Conditions are stated as part of the training objectives in ITSS manuals or MCCRES.
 - b. Restate the task. The training standards are the evaluation objectives. Trainers state the tasks, conditions, and standards to the Marines, even if the Marines have heard them before. Doing so ensures that the Marines know exactly what will be required of them.
 - c. Observe and evaluate. Trainers judge performance against the standards. They compare the performance of Marines or units to the standards and take notes to use during the critiques or After Action Review (AAR).
 - d. Critique. Leaders use critiques to tell Marines how they performed. They record the results of collective training in the AARs or appropriate records.
 - e. Record the results. They record the results of collective training in the AARs or appropriate records as determined by the unit program. Evaluations help leaders determine individual or unit proficiency as a basis for future training management decisions.
 - f. Report the results. Trainers must inform the chain of command which tasks were or were not trained to standard. Depending on unit policy, leaders may report at scheduled training meetings or submit written reports.

2. Evaluation by Higher Headquarters. The chain of command conducts several kinds of performance evaluations at regular intervals. In this way, leaders assess how well their own Marines and units perform their missions.

a. Marine Battle Skills Training (MBST). MBST tests Marines on selected common tasks.

b. MCCRES Evaluations. Internal evaluations using MCCRES tasks and standards are conducted by the unit for self-evaluation and identification of weaknesses. External evaluations of MCCRES standards are conducted by higher headquarters to evaluate the ability of subordinate units to demonstrate selected tasks. The keys to such effort are feedback and immediate follow-on training to correct weaknesses.

c. Training Inspections. These are conducted, either announced or unannounced, by the commander or his staff. These inspections determine proficiency and compliance with command guidance in the form of Mobilization Operational Readiness Deployment Test (MORDT) and Commanding General's Inspection (CGI).

4002. EVALUATORS

1. To evaluate training effectively, evaluators must know the following:

a. Who is in charge of the evaluation team, who else is on it, and what the individual evaluation tasks are.

b. Standards which they will evaluate.

c. Their critique and AAR responsibilities.

d. Plans for using the MILES or other simulations.

e. Procedures for evaluating individual and collective performance.

2. Evaluators must also possess the following capabilities:

a. Be proficient in the tasks to be evaluated.

b. Be equal or superior in rank and position to the leaders being evaluated. Unit commanders should evaluate unit commanders; company commanders and platoon leaders should evaluate platoon leaders.

c. Use the same movement techniques as the units being evaluated.

d. Know the tactical and field procedures for the units being evaluated.

e. Wear the same uniform as the troops (without white bands or flags).

3. The Marine Corps Combat Readiness Evaluation System (MCCRES) evaluation process will be used per MCO 3501.1C as a training management and diagnostic tool. Local commanders will structure whatever organization they deem necessary to evaluate their training effort in accordance with the Unit Training Management (UTM) process.

4. Submit Marine Corps Lessons Learned (MCLLS) utilizing After Action Reports (ARR's) per MCO 5000.17 via the chain of the command.

4003. COMMANDING OFFICER'S RESPONSIBILITIES. Monitor validity and efficiency of Individual Training Standards (ITS's) and Mission Performance Standards (MPS's) as related to current warfighting doctrine and equipment.

4004. MARINE CORPS COMBAT READINESS EVALUATION SYSTEM (MCCRES)

1. A training standard is a measure of collective or individual performance. Having a set of uniform standards based upon projected combat needs ensures that all training activities focus on defeating the enemy when the time comes.

2. Training standards are measures of performance used to determine if Marines can or cannot perform satisfactorily. At a minimum, both collective and individual training standards consist of a task, the condition under which the task is to be performed, and the evaluation criteria which will be used to verify that the task has been performed to a satisfactory level.

3. MCCRES was incorporated as a part of the Unit Training Management program to further assist commanders in meeting established training standards. Formal MCCRES evaluations provide CMC with readiness assessments of an unit's ability to perform the tasks contained within its METL. MCCRES must be done at least once every three years.

4. Several volumes exist in the Marine Corps 3501 series. Each volume contains instructions designed to assist commanders in the development and evaluation of their training efforts. As new missions and their mission tasks (METL's) are identified and/or new units established through the combat development process, new volumes

will be added to the current series. The MCCRES is comprised of four interdependent yet distinct components. A brief description of each MCCRES component is provided as follows:

a. Mission Performance Standards (MPS's). MPS's are mission oriented collective training standards establishing minimum acceptable operational performance criteria for units and elements. MPS's are organized into separate elements by unit type.

b. Mission Performance Evaluation System. The primary purpose of the MCCRES is to provide training feedback both up and down the chain of command. Local commanders can use training feedback developed through exercise debriefing and MCCRES reports to identify training deficiencies, to assess the effectiveness of their training programs, and to revise training programs to increase combat proficiency. Properly used by commanders, the MCCRES becomes a tool for evaluating the training readiness of a unit and the formulation of future training requirements. With continual use, training becomes progressive rather than cyclic. To ensure combat readiness, training is progressive, "MCCRES grades" should not be overemphasized. The MCCRES program can be used for all field exercises. Commanders are able to use all or part of one or more volumes to continually evaluate the unit's readiness capabilities.

c. Reporting System. A program has recently been written to standardize the reporting of all MCCRES exercises. Submission of the MCCRES report via the chain of command on floppy diskette with a cover sheet and hard copy in the format on the MCCRES diskettes, allows the CG MCCDC (C461) to:

(1) Conduct trend analysis on manning, equipment, and formal training.

(2) Revise and update MPS's.

(3) Provide CMC with a readiness assessment of all units.

(4) Ensure that all shortfalls are identified (training facilities, ammo shortage, transportation, etc.).

d. MCCRES Software Program: The MCCRES software has been designed to provide an efficient training management tool for accurately assessing the unit's ability to perform the tasks contained with its METL's.

SOP FOR TRAINING

CHAPTER 5

TRAINING REQUIREMENTS

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SOP FOR TRAINING

CHAPTER 5

TRAINING REQUIREMENTS

5000. GENERAL

1. The mission of MARFORRES is to provide trained units and individuals in time of mobilization for active duty. The training requirement priorities and goals of each unit are unique and will vary from site to site. Maximum effort should be expended by commanders to initiate a training program for the individual site utilizing all available assets that the Marine Corps and other services have to offer.

2. A properly designed training program will provide continuous opportunities and challenges for individuals to acquire the professional qualifications to enable them to assume greater responsibility. To succeed in this mission, each MARFORRES command, regardless of level, must develop and implement effective training programs.

3. The objective of INDIVIDUAL training is to develop the full potential of each individual Marine. This requires provisions of continuous opportunities and challenges for individuals to acquire the professional qualifications which enable them to assume progressively greater responsibilities. Unit training programs must be in consonance with perennial training requirements and annual training guidance issued by MARFORRES.

5001. RESPONSIBILITIES

1. Commanders are responsible for fulfilling the annual training requirements required for the members under their command.

2. In pursuit of the individual training objective, commanders must monitor the progress of individual Marines using all available internal and external training assets.

5002. DEFERRAL OF TRAINING. Priority of effort must be given to he training most critical to the unit under the prevailing circumstances. Such priority of effort provides increased flexibility to the commander in allocating training resources, particularly time. When it is determined a deferral/waiver of certain training requirements is necessary, a request will be made to the appropriate command authorized for approval, via the chain of command. MARFORRES maintains overall authority to grant deferrals/waivers. This authority is delegated to the Commanding Generals, 4th Marine Division (4th Mar Div), 4th Marine Air Wing (4th MAW), 4th Force Service Support Group

(4th FSSG), Marine Corps Reserve Support Command (MCRSC), and Reserve Marine Air Ground Task Force Command Element ATLANTIC/PACIFIC (RMAGTF CELANT/PAC). Deferral of training for Force level assets rest solely with the Commander, MARFORRES.

5003. MISSION-ORIENTED TRAINING

1. Based on the assigned unit mission, commanders will establish mission-oriented training programs to enable the individual Marine to perform satisfactorily in support of the mission. The requirement for specific subjects will be governed by the local training situation and local requirements within the guidance provided by higher headquarters. Commanders should carefully review appropriate MCCRES Mission Performance Standards (MPS) in determining specific training objectives that will enable each Marine to discharge his duties in support and accomplishment of the unit mission.
2. Control of the specific content of mission-oriented training will be exercised through the chain of command; however, senior commanders will allow subordinate commanders maximum latitude in this regard.
3. The proficiency of each Marine in mission-oriented training subject areas will be evaluated by local commanders.
4. Valid mission-oriented training for a Marine may include training in skills outside his/her MOS(s). It is important to the success of the unit mission for one Marine to be capable of assuming another's duties; therefore, mission-oriented training should include cross training whenever practicable.

5004. PROFESSIONAL MILITARY EDUCATION

1. MCO P1553.4 defines the Marine Corps Professional Military Education (PME) program and identifies areas that should receive emphasis at each level of education and grade.
2. The Marine Corps PME program is a dynamic system for educating Marines with the skills, confidence, understanding, and vision to exercise sound military judgment in battle.
3. PME is an important part of every Marine's professional development. As such, all Marines shall have an equal opportunity to participate in PME programs. Commanders shall not use "Tempo of Operations" or the indispensability of an individual to prevent that Marine from satisfying PME program requirements. PME takes priority over Annual Training (AT) for all MARFORRES Marines.
4. All MARFORRES Marines, from corporal through general, shall participate in this PME program.

5. The responsibility for professional development is shared by commanders at all levels and individual Marines. Ultimately, Marines are responsible for their own professional development. Marines are expected to pursue a lifelong program of professional development in the same manner as they are committed to physical fitness.

6. All MARFORRES commands shall establish a PME program based on the guidance of MCO 5390.2D. Emphasis should be placed on:

a. Ensuring all Marines complete appropriate PME requirements in a timely manner.

b. Establish a professional reading program.

c. Use ForO 1500.3 in scheduling of formal schools for PME. Appendix B contains a PME checklist.

5005. LEADERSHIP TRAINING

1. The objective of Marine Corps leadership training is to develop the leadership qualities of all Marines enabling them to assume progressively greater responsibilities.

2. Leadership training will be scheduled and conducted throughout the year. Training may be unscheduled in order to take advantage of unexpected situations; primarily, leadership training will be part of an overall master training plan or program.

3. Commanders are responsible for the conduct of leadership training and will select officers and SNCO's deemed to be qualified by a demonstrated ability to conduct leadership training. Individual Marines should look to the MBST manuals for personal use at home for leadership training guidance.

4. All MARFORRES Marines, officers and enlisted, will participate in leadership training. This training should be designed to develop leadership qualities in order to better lead Marines in combat. Commanders will tailor leadership training programs to meet the specific needs of their unit.

5. Commanders will conduct leadership training according to MCO 5390.2D. Specifically:

a. Ensure all Marines participate in at least one hour of leadership training per drill.

b. Include leadership training in published training plans.

c. Select topics for leadership training and development of leadership training objectives to help solve problems in the command, to satisfy unit concerns, to fulfill the needs of Marines in the unit, and to develop the leadership abilities of all Marines receiving training.

d. Retain all training development plans and related records and reports generated during the process of implementing the leadership training and NCO leadership development training programs for a period of 2 years.

5006. MARINE CORPS INSTITUTE (MCI) CORRESPONDENCE COURSES. MCI is responsible for the preparation and administration of correspondence courses designed to augment the various types of Marine Corps training listed in MCO 1550.3M. These courses are generally considered to be MOS oriented or PME. The MOS related courses are designed to increase a Marine's specific technical and professional knowledge in various occupational fields. The PME type courses are designed to provide the individual who is unable to attend resident instruction an opportunity to keep abreast of current Marine Corps doctrine. MCI's are the key to your professional development. In just about every case, the prerequisite to promotion and school is via an MCI course. Appendix B contains a PME checklist.

1. Commanders will ensure that a MCI correspondence management program is established per MCO 1550.3M. Appendix B is an example of a unit training management program and contains a checklist for MCI.
2. Marines on active duty and in the SMCR will submit applications for enrollment to MCI via their commanders.
3. Members of the IRR and IMA will submit applications via the Commanding General, Marine Corps Reserve Support Command (MCRSC)

5007. WEAPONS TRAINING. Marine Corps policy requires all Marines be thoroughly trained and capable of using, safely and effectively, those individual weapons appropriate to their grade and duty assignment. Marksmanship training for all reservists will be conducted per MCO 3574.2H. Units are required to plan for a minimum of seven (7) consecutive drills to accomplish this requirement. Each day should contain 12 hours of light.

1. Commanders will ensure marksmanship training requirements are identified and time allocated in the Mid-Range/Annual Training Plan and included on the training schedule.
2. Frequency of qualification will be per MCO 3574.2H. Appendix B contains a marksmanship training checklist.
3. The prescribed minimum requirements should not be interpreted as limiting, in any way, the prerogatives of commanders in conducting additional training to achieve better performance. Commanding Officers are encouraged to authorize additional training when deemed necessary if the time and resources are available.
4. Commander, MARFORRES naval message, P080521Z Aug 94 gives guidance on the future direction of Infantry Weapons training. The

following are excerpts of that naval message and will be adhered to and implemented when planning for weapons training.

a. Infantry units will spend a minimum of 35% of their training time on live fire ranges with T/O weapons. Combat service support, combat support (artillery, tanks, aavs, etc.) and aviation units will live fire their T/O infantry weapons at least semi-annually.

b. All units will schedule a live fire for every AT, achieve a minimum one-time qualification or familiarization firing for Marines on their T/O infantry weapons, and insure Marines fire their T/O weapons in full combat gear on a maneuver range, while practicing basic individual tactical measures. One major emphasis of this training will be Military Operations on Urban Terrain (MOUT), with combat in a built-up area/low intensity conflict condition.

c. Marines will also know the battle sight zero of their rifle, the meaning of sustained and distributive fire, and the maximum effective range of their rifle or crew served weapon.

5. Training of crew served weapons individuals/teams/sections/platoons will be conducted to accomplish the tasks listed in MCO 3501.3B (Vol II MCCRES). To maintain and improve individual and crew proficiency for members manning crew served weapons, live fire will be conducted at every opportunity.

6. When live firing of any type of ordnance is to be conducted, it will be conducted only on a range established for that purpose, and a range safety officer will be appointed in writing.

a. The range safety officer will be an officer/SNCO and will be the direct representative of the unit commander/OIC for that training evolution. He will be familiar with all applicable safety requirements and ensure their enforcement.

b. All areas used for firing of military weapons must be military ranges or areas specifically approved. National Guard Bureau Pamphlet 210-21 identifies numerous military firing ranges. Military ranges that satisfy the criteria contained in Army Regulation 385-63 are considered as approved ranges by this Headquarters.

c. Various ranges operated by local law enforcement agencies and private organizations may satisfy the criteria contained in Army Regulation 385-63; however, utilization of such facilities must be approved in writing.

7. The authority to defer/exempt training, or request the use of local civilian ranges rests with the Commander, MARFORRES. This authority to defer/exempt/alter training is delegated to the Commanding Generals, 4th MarDiv, 4th MAW, 4th FSSG, MCRSC and RMACTF CELANT and PAC.

8. Waivers of qualification or familiarization training for units or individuals will be submitted to the respective higher headquarters (G-3T) via the chain of command. Requests must be submitted sufficiently in advance to allow units and individuals to complete firing or familiarization training in the event the request is disapproved.

9. Both qualification and familiarization firing results will be entered in the individual's Service Record Book/Officer Qualification Record and run on the unit diary.

5008. NUCLEAR, BIOLOGICAL, AND CHEMICAL DEFENSE (NBCD) TRAINING.

Commanders must train to accomplish the wartime mission under any battlefield condition, one of which is NBCD. Anytime we separate NBC from other training events, we condition our Marines to regard NBCD operations as a separate form of warfare and ensure failure on the battlefield. Each individual must be trained to recognize NBCD attacks, mask quickly, perform assigned missions wearing protective mask/clothing and exist for extended periods in an NBCD environment. NBCD Teams train for proficiency in monitor/survey and decontamination operations. NBCD Control Centers at all levels must exercise receiving and processing of NBCD attack data. Finally, commanders and staffs must become familiar with the difficulties involved in operating in a NBCD environment; e.g., the effects on command, control and leadership. The minimum requirements for accomplishing this training are listed below; however, commanders are encouraged to conduct additional training to increase proficiency, time and resources when permitted.

1. Commanders are responsible for the management of the NBCD training programs.

2. Training will be conducted annually for all personnel per MCO P3400.3 and ForO P3400.1. This training should be conducted by qualified NBCD trainers. Each unit should strive to have at least one SNCO and one NCO school trained in the MOS 5711. Mobile Training Teams (MTTs) are available for team training upon request if local trainers are not available.

a. Personnel are required to conduct normal work operations under NBCD conditions. These conditions will remain in effect for 24 continuous hours. Personnel will remain in the MOPP level selected by the commander for a minimum of four hours without interruption.

b. All organic and T/O weapons will be fired annually with the operator wearing a field protective mask.

c. A mask confidence exercise (Gas Chamber) will be conducted for each type of mask assigned to the individual (i.e. M17A2, M24/25, AR-5, and M40/42). The mask confidence exercise will not be used as a harassment vehicle. It is designed to instill confidence in the use of the NBCD protective equipment.

3. Units will prepare and administer to all personnel a practical individual proficiency test. MCO 1510.71 shall be used as a guide in the preparation and conduct of this test.

5009. MARINE COMBAT WATER SURVIVAL TRAINING (MCWST). Because of the amphibious nature of Marine Corps operations and training, Marines must have the ability to survive in the water. Combat water survival training was designed to reduce fear of the water, instill self-confidence, and develop individual ability to survive in water.

1. All Marines will qualify/re-qualify per the guidelines set forth in MCO 1500.52. This is very aggressive program and some portions of the course may need to be waived. If a waiver is necessary, only that portion of the course that you are not able to accomplish will be waived. The complete course will not be waived (i.e. no tower available). Appendix B contains a MCWST checklist.

2. Only a Marine Combat Instructor of Water Survival (MCIWS), certified by a current Marine Combat Instructor Trainer of Water Survival (MCITWS), may conduct MCWST. Regiments/Groups will conduct training with their own instructors. External support may be requested through the respective MSC.

3. The Commander, MARFORRES has authority to approve waivers/exemptions to prescribed procedures. This authority has been delegated to the Commanding Generals, 4th MarDiv, 4th MAW, and 4th FSSG, MCRSC, and RMAGTFCELAN/PAC. Requests for waivers/exemptions will be requested, accordingly, for approval via the chain of command and forwarded to Commanding General, MCCDC (Code C-462).

5010. WEIGHT CONTROL AND MILITARY APPEARANCE. It is each Marine's responsibility to maintain a military image that is neat and trim in appearance. The evaluation of a Marine's military appearance is the responsibility of commanders.

1. Commanders will establish and maintain an effective weight control and military appearance program. In keeping with Force Policy Letter 8-93, the only fair policy in the administration of an effective weight control and military appearance program will be per MCO 6100.10B. "Informal" programs or "Commanders" programs are not authorized. Appendix B contains a weight control/military appearance checklist.

2. Alternate weight standards may be requested in writing from the Marines' Commander in the chain of command exercising special court martial convening authority.

5011. PHYSICAL FITNESS

1. The purpose of physical fitness training is to maintain an acceptable level of physical fitness in the event of mobilization, and to ensure all Marines can sustain the rigors of combat.

2. Every Marine is required to engage in an effective physical conditioning program on a continuing and progressive basis. It is each Reserve Marine's responsibility to establish an exercise program which will ensure maintenance of Marine Corps physical fitness standards.

3. Guidance for conducting effective physical fitness training is each Reserve Marine's responsibility contained in FM 21-20. Unit physical fitness and conditioning programs for active duty and Reserve Marines will be conducted per MCO 6100.3J. Appendix B contains a physical fitness program checklist.

4. Commanders are responsible for establishing a physical fitness program to ensure individual Marines maintain the high standards of fitness established by our Marine Corps.

5. Commanders will administer the physical fitness test to all active duty Marines on a semi annual basis and to all SMCR's on an annual basis.

5012. MARINE BATTLE SKILLS TRAINING (MBST) PROGRAM

1. Our mission orientation requires basic combat skills for all Marines, regardless of their MOS or unit assignment. This means that all hands must be capable of effectively serving in a rifle squad in combat operations should the need arise. MBST focuses on the firing of individual and crew served weapons, basic knowledge of field skills, participation in battle drills, and combat oriented physical conditioning.

2. Unit and individual sustainment of these fundamental combat skills is the responsibility of the unit commander. Battle skills sustainment training is an annual requirement throughout the Marine Corps. This training must be continuous and fully integrated into the unit's training plan. MBST will be conducted by all units in MARFORRES per MCO 1500.51. Appendix B contains a MBST checklist.

3. Unit commanders will determine the unit training requirements based on the analysis of the unit's mission, individual and MBST skills proficiency, and MOS proficiency. FMFM 0-1 provides detailed guidance and instruction on how to properly plan and evaluate the required training.

4. Training tasks should be developed to use resources on hand or which can be readily acquired. MCO 1510.89 and MCO 1510.90 will be used to guide commanders in determining training most applicable to their unit.

5. The evaluation of MBST is continuous and will be conducted concurrently with scheduled training. The MBST handbook and associated test booklet provides the commander with methods to evaluate individual combat skills sustainment.

6. Minimum annual requirements for evaluation are prescribed in the MBST Test Booklet (published by MCI). Commanding Generals, 4th Mar Div, 4th MAW, 4TH FSSG, MCRSC and RMAGTFCELAN/PAC have the authority to temporarily waive portions of MBST evaluation based on subordinate unit missions and resources available. Waivers will be requested by unit commanders via the chain of command.

7. Individual reporting of MBST evaluation will be accomplished through JUMPS/MMS/REMMPS per MCO P1080.35H and MCO P1080R.38C.

8. Incorporate combat skills proficiency when assigning proficiency marks to corporals and below and when writing fitness reports for sergeants and above.

5013. ADDITIONAL TRAINING

1. HELICOPTER ROPE SUSPENSION TRAINING. Rope suspension training will be conducted per FMFM 7-40.

2. FIRE SUPPORT COORDINATION CENTER (FSCC) TRAINING. Fire support coordination is a function of fire and maneuver. Successful fire and maneuver will result from effective fire support coordination center training. Therefore, those units rating FSCC's will conduct FSCC field training during each field training exercise.

3. TACTICAL AIR CONTROL PARTY (TACP) TRAINING. TACP's will be trained as teams so as to be able to function effectively as part conducted per FMFM 5-1. Requests for TACP support should be directed to MARFORRES (G-3 Air).

4. STATIC LINE PARACHUTE OPERATIONS AND AIR DELIVERY. Operations will be conducted per ForO 1540.2.

5. AIRCREW TRAINING

5-11

a. Aircrew training requirements will be conducted per MCO P3500.14D, MCO P3500.15B, MCO P3500.16A, MCO P3500.17, and the Training and Readiness (T&R) Manuals. Additional requirements for aircrew training are stated in OPNAVINST 3710.7P.

b. All active duty and SMCR requests for aircrew training will be directed to the CG 4th MAW.

6. RESERVE TRAINING CATEGORIES. MCO 1001R.1G (MCRAMM) defines reserve training programs and pay categories for each member of the Ready Reserve and Standby Reserves. Individuals will be assigned to training/pay categories based on the training and amount required. Categories include: Inactive Duty Training (IDT), Additional Training Period (ATP), Readiness Management Period (RMP), and Additional Flight Training Period (AFTP). Inactive Duty Training will fall with in one of these training categories per MCO P1080.20, MCTFS CODESMAN. Appendix F represents a format for requesting and reporting ATP and RMP's.

SOP FOR TRAINING

CHAPTER 6

ANNUAL TRAINING

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SOP FOR TRAINING

CHAPTER 6

ANNUAL TRAINING

6000. GENERAL

1. Annual Training (AT) is a period of Active Duty Training (ADT) used to train reserve personnel for the purpose of providing trained units and qualified personnel to fill the needs of the Marine Corps in the time of war or national emergency.
2. The objective of an annual training program is to achieve a state of training which will enable the unit to perform its wartime mission in the event of mobilization. In pursuit of the annual training objective, SMCR members must perform 14 days of AT in a fiscal year. IMA's are required to perform 12 days of AT in a fiscal year. The primary goal is for battalion/squadron, regiment/group size units to train collectively for one consecutive period of AT; however, split periods and individual training may be authorized.

6001. UNIT ANNUAL TRAINING (AT)

1. The conduct of unit AT is the culmination of planning, and individual and collective instructional training throughout the training year. An AT is to be considered the equivalent of an active component exercise; however, it is not an end in itself. AT is a phase in the continuous cycle of planning, conducting, and evaluating training.
2. Unit AT's to include Selected Augmentation Unit's (SAU's), are under the cognizance of MARFORRES and the respective MSC's (G-3 Operations). MCO P100R.1G (MCRAMM) and ForO 1571.3 provide standardized procedures for AT management and scheduling. Appendixes D and K provide AT planning guidance and a sample AT report respectively.
3. A Training Exercise and Employment Plan (TEEP) is developed each fiscal year by MARFORRES (G-3 Operations) to identify the upcoming fiscal year exercise schedule for AT. Units will participate in these scheduled events and may also request additional exercises pertinent to their area of training. A TEEP conference will be held twice a year in order to establish the TEEP items desired by each unit of MARFORRES. The initial TEEP conference will be held in the August-September time period to establish the coming fiscal year TEEP, with a mid-year conference to be conducted in the January February time period to revalidate all unit TEEP's.

4. All Commanders and General/Special Staff officers involved in the scheduling, preparation of orders, budgeting or management of AT will ensure familiarity and compliance with the TEEP policies and procedures. Appendix C contains various TEEP related material and checklists.

6002. INDIVIDUAL ACTIVE DUTY TRAINING. Individual active duty training may be authorized on a case-by-case basis to satisfy both individual and unit specific training requirements. The goal of individual training is to improve the professional knowledge and skills of selected individuals, thereby, better preparing them and their units for mobilization.

6003. RESERVE TRAINING CATEGORIES. MCO 1001R.1G (MCRAMM) defines reserve training programs and pay categories for each member of the Ready Reserve and Standby Reserves. Individuals will be assigned to training/pay categories based on the training and amount of training required. Categories include: Active Duty Training (ADT), Alternate Annual Training (Alt AT), and Incremental Initial Active Duty for Training (IIADT). Reserve training will fall within one of these training categories per MCO P1080.20K, MCTFS CODESMAN.

SOP FOR TRAINING

CHAPTER 7

BUDGET PLANNING

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SOP FOR TRAINING

CHAPTER 7

BUDGET PLANNING

7000. GENERAL

1. Training Planning and Budget Planning are events which must run concurrently to meet the needs of the units. As the unit identifies training events for upcoming fiscal years, the cost of such events must be planned for, thus ensuring successful coordinating for the provision of resources required for the execution of the training evolutions.

2. The training budget is a two step process presented to the MARFORRES (Comptroller) each fiscal year. The first step is a TEEP planning budget review which is coordinated by MARFORRES (G-3 Ops) and used as a tool to track the operations and training of the units which comprise MARFORRES. The second step is a unit initiated training budget (i.e. drill weekends, off-site drills, and school requirements) which is planned and submitted separately from the TEEP requirements.

7001. TEEP

1. ForO 1571.3, Administration of the Training, Exercise and Employment Plan, provides instructions for the implementation and cost accounting of the TEEP for MARFORRES. Appendixes C and D represent planning guidance and worksheets pertaining to TEEP and budget planning.

2. Units will submit their TEEP input up the chain of command to their respective MSCs. MARFORRES (G-3) will consolidate the TEEP input for all MARFORRES units. This action will be complete no later than 1 August each year.

3. MARFORRES (G-3) uploads and consolidates all input and produces an initial draft of the TEEP. The initial draft will be subject to fiscal constraints established by the MARFORRES (Comptroller).

4. The TEEP conference will be held in August-September time period to make any changes necessary to adhere to budget restraints. The finalized TEEP will be submitted to the Commander, MARFORRES.

5. A Mid-Year TEEP conference will be scheduled, as necessary, to make adjustments to the current year's TEEP and to begin planning for the next fiscal year's TEEP.

7002. UNIT INITIATED TRAINING

1. A budget call for the MARFORRES Midyear Review (MYR), and the Budget and Program Objective Memorandum (POM), will be initiated during the 2d quarter each fiscal year by the MARFORRES, Comptroller. The budget call provides guidance for submission of the current fiscal year YR, the upcoming fiscal year budget and out year POM. Cost associated with TEEP events will not be considered on the budget call.
2. MSC's will use the Training Input Plan (TIP), schools/special tours (subhead .2732) requirements provided by their respective units to ensure school training requirements are met in the budget process. Budget submission will be submitted to the Commander, MARFORRES (Comptroller) via Assistant Chief of Staff, MARFORRES (G-3). Force Level units will submit their budget directly to MARFORRES (G-3). All TIP input is due this Headquarters no later than 15 August each year.
3. Commanders having knowledge of significant changes to their school/special tours requirements should notify MARFORRES (G-3T) via their respective MSC of those changes.

SOP FOR TRAINING

CHAPTER 8

CHAIN OF COMMAND

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SOP FOR TRAINING

CHAPTER 8

CHAIN OF COMMAND

8000. GENERAL. The command and control of the MARFORRES is a challenge. Units are widely dispersed around the country. The units that are collocated with other units require the assistance of an Active Duty Staff whose principle area of expertise may be different from the mission of one or more of those units. A Site Commander may be appointed to exercise administrative control over one or more squadrons under the operational control of a different Group Commander who is located at another site. There are nondoctrinal units within the task organization such as Headquarters Detachments and Mobilization Training Units (MTU's) who are under the operational control of the Commander, MARFORRES and are supported by 4th MarDiv units. Therefore, it is important to clearly describe the various aspects of the MARFORRES chain of command to ensure there is a common understanding among all concerned.

8001. BASIC CHAIN OF COMMAND. Figure 8-1 illustrates the basic chain of command of MARFORRES. The foundation for this illustration is the MARFORRES Command Relationships found in MARFORRES Campaign Plan 1993-94 (Revised October 1993). Every generic command level associated with the MARFORRES is included in Figure 8-1. Some units subordinate to these levels are not depicted, e.g. units subordinate to Headquarters Battalion, MARFORRES. Basically, the chain of command follows the fitness report reporting chain established by MCO P1610.7C (Performance Evaluation System).

8002. ADMINISTRATIVE/OPERATIONAL CONTROL OF CERTAIN MARFORRES UNITS

1. ForO P5000.1 (Staff Regulations) assigns administrative and training support; administrative and operational control; and operational control for training of certain units of the MARFORRES.

2. The units addressed are of two types:

- a. Separate Force Level battalions, companies and groups.
- b. Those Force Level assets subordinate to Headquarters Battalion, MARFORRES.

8003. ADMINISTRATIVE AND TRAINING SUPPORT OF COLLOCATED UNITS OTHER THAN MTU'S. See ANNEX J (Command Relationships) to MARFORRES Campaign Plan 1994-1995 .

1. CONCEPT. Maintain doctrinal command relationships for the units of the MARFORRES. Certain command relationships require further clarification because of the geographical dispersion of MARFORRES.

2. EXECUTION

a. For 4th MarDiv and 4th FSSG Units, Inspector-Instructors exercise Administrative Control (ADCON) over all reserve units located at their site. For 4th MAW units, each Site Commander exercises ADCON over all reserve units located at their site.

b. With the exception of the Force Level units listed in subparagraph 3 below, Operational Control (OPCON) status of each unit will be in accordance with the traditional chain of command. Senior Inspector-Instructors will continue to exercise cognizance over the Inspector-Instructors of subordinate units.

c. The Marine Corps Reserve Support Command (MCRSC) is under the direct ADCON/OPCON of the Commander, MARFORRES, however, administrative logistics funding and orders for IRR and IMA will be the sole responsibility of MCRSC to coordinate with HQMC and MCCDC.

3. SPECIAL COMMAND RELATIONSHIPS. The following matrix defines command relationships that fall outside of doctrinal relationships. The column titled OPCON for Training, identifies those units that are not able to accomplish the Marine Corps 1540 series training (Basic Infantry Training, Rifle and Pistol Marksmanship, NBCD and Swim Qualification) on their own and require support in order to accomplish these requirements.

<u>Unit</u>	<u>ADCON/location of Active Duty Staff</u>	<u>OPCON</u>	<u>OPCON for Trng</u>
10th CIT	Washington, DC	AC/S, G-2	4th CAG
12th CIT	Washington, DC	AC/S, G-2	4th CAG
14th CIT	San Diego, CA	AC/S, G-2	4th Tank Bn
30th ITT	Alameda, CA	AC/S, G-2	1st Bn, 14th Mar
31st ITT	Los Angeles, CA	AC/S, G-2	5th Bn, 14th Mar
32d ITT	Worcester, MA	AC/S, G-2	HQ, 25th MAR
33d ITT	Miami, FL	AC/S, G-2	AT TOW CO
34th ITT	Garden City, NY	AC/S, G-2	2d Bn, 25th Mar
35th ITT	Chicago, IL	AC/S, G-2	2d Bn, 24th Mar
4th SCAMP	Mobile, AL	AC/S, G-2	3d FORCE RECON
HQ Det 1	Seattle, WA	AC/S, G-7	4th LSB
HQ Det 2	Garden City, NY	AC/S, G-3	2d Bn, 25th Mar
HQ Det 3	New Orleans, LA	AC/S, G-3	3d Bn, 23d Mar
HQ Det 4	Chicago, IL	AC/S, G-3	2d Bn, 24th Mar
HQ Det 5	Bridgeton, MO	AC/S, G-3	3d Bn, 24d Mar
HQ Det 6	Houston, TX	AC/S, G-7	1st Bn, 23d Mar
3d FORRECON	Mobile, AL	AC/S, G-3	AC/S, G-3
4th FORRECON	Honolulu, HI	AC/S, G-3	AC/S, G-3

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<u>Unit</u>	<u>ADCON/location of Active Duty Staff</u>	<u>OPCON</u>	<u>OPCON for TRNG</u>
4th ANGLICO	W. Palm Beach, FL	AC/S, G-3	AC/S, G-3
3d ANGLICO	Long Beach, CA	AC/S, G-3	AC/S, G-3
6th Comm Bn	Bronx, NY	AC/S, G-6	AC/S, G-6
4th FIIU	Aurora, CO	AC/S, G-2	MACS-24, Det A
Intel Tr Det	Damneck, VA	AC/S, G-2	NMITC
3d CAG	Camp Pendleton, CA	AC/S, G-3	*5th Bn, 14th Mar
4th CAG	Washington, DC	AC/S, G-3	AC/S, G-3
RMAGTFCEPAC	Camp Lejeune, NC	COMMARFORLANT	COMMARFORLANT
RMAGTFCELANT	Camp Pendleton, CA	COMMARFORPAC	COMMARFORPAC

*5th Bn, 14th Mar will continue to support this unit until all of 3d CAGs records and training are located at Camp Pendleton. When this transition is complete, RMAGTFCEPAC will be responsible for 3d CAG.

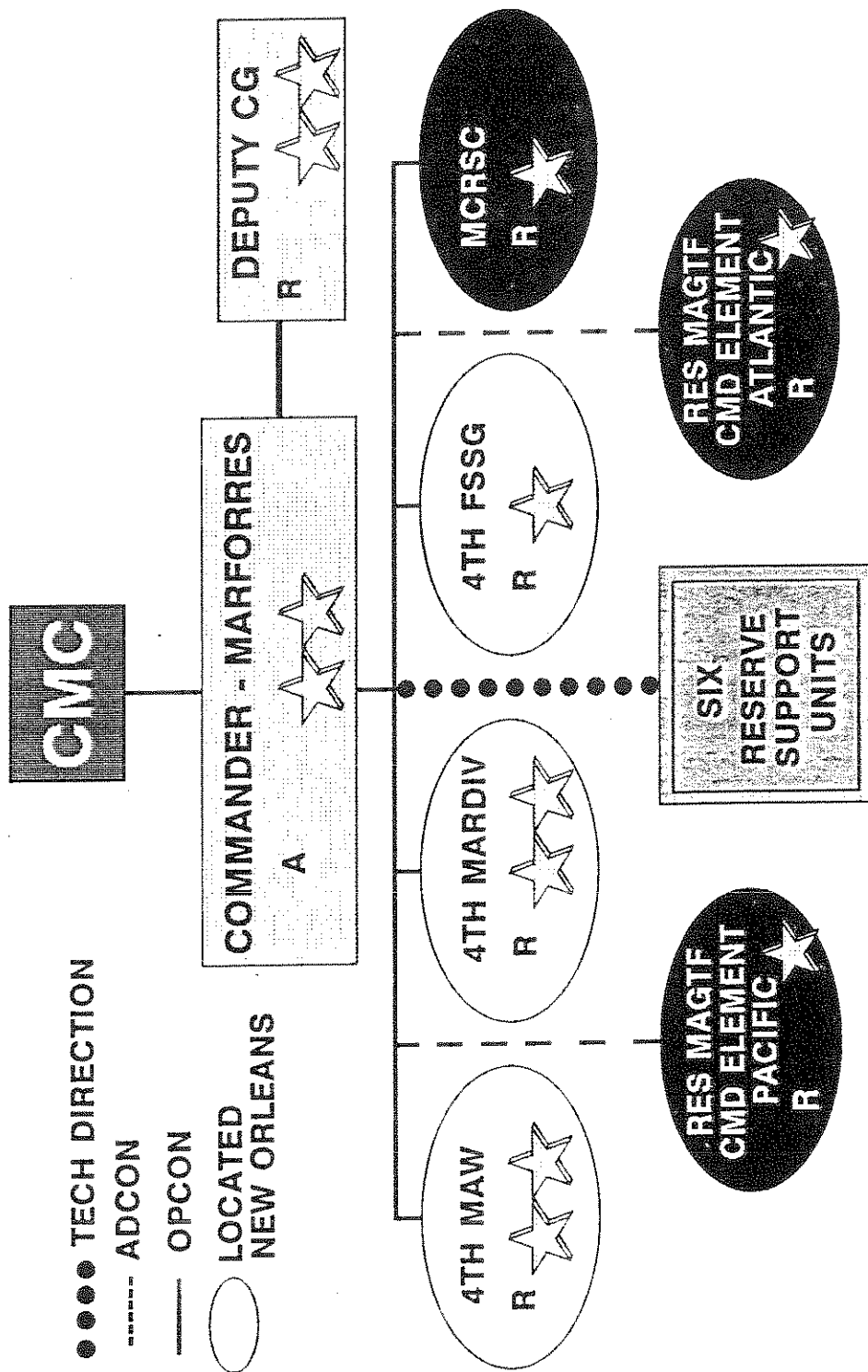


Figure 8-1.--Basic Chain of Command.

TODAY'S RESERVE COC

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CHAPTER 9

REPORTS

	PARAGRAPH	PAGE
GENERAL	9000	9-3
REPORTS REQUIRED	9001	9-3

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CHAPTER 9.

REPORTS

9000. GENERAL. Certain training reports are required by this command at periodic intervals. These reports are management tools which provide the recipient with information used to base further training plans and goals. It is of the utmost importance that reports be submitted in a timely and accurate fashion.

9001. REPORTS REQUIRED. Requirements exists to prepare and submit various reports of specific occurrences or incidents. These reports are listed in Force Bulletin 5214 and Appendix A of this Manual. The information includes references to aid in their preparation, due date, formats, and who is required to submit the report.

1. Units will submit reports to their respective MSC unless otherwise directed. Force Level units will submit their reports directly to MARFORRES.

2. The MSCs will maintain reports for a period of 2 years after submission.

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APPENDIX A

REQUIRED TRAINING REPORTS

A. GENERAL

1. Purpose. This appendix provides guidance concerning the submission of training reports to higher headquarters. Force units send reports to MARFORRES. 4th MarDiv, 4th MAW, and 4th FSSG units send reports to appropriate MSC's.

MONTHLY

<u>Report Title</u>	<u>Order/Ref</u>	<u>Due Date</u>	<u>Submit To</u>	<u>Req By</u>	<u>Format</u>
MARFORRES Ops&Trng SITREP (Note 1)	MCO 3000.2E	10th	G-3 OPS	All Units	Msg
Formal Schools Trng Report	ForO P1540.3	10th	G-3 Trng	MSCs	Ltr

QUARTERLY

<u>Report Title</u>	<u>Order/Ref</u>	<u>Due Date</u>	<u>Submit To</u>	<u>Req By</u>	<u>Format</u>
Short-Range Plan/Qtrly Trng Bulletin	FM 25 - 100	15th Prior to next Qtr.	G-3 Trng	All Units	Ltr

ANNUAL

<u>Report Title</u>	<u>Order/Ref</u>	<u>Due Date</u>	<u>Submit To</u>	<u>Req By</u>	<u>Format</u>
PCTIP	N/A	1 Aug	G-3 Trng	All Units	Ltr
Mobile Trng Team Req.	MCO 1553.2	15 Feb	G-3 Trng	All Units	Ltr
Mid-Range Plan (Annual Training Plan)	FMFM 0-1	1 Aug	G-3 Trng	All Units	Ltr
Command Chronology	MCO 5750.1F	15 Feb	G-3 Ops	All Units	Ltr
TEEP	MCO 1540.34B	1 Aug	G-3 Ops	All Units	Ltr
NBC Readiness	ForO P3400.1	31 Jan	G-3 NBC	All Units	Ltr
Air Officer FAC Assign Shortfall		15 Sep	G-3 Ops	All Units	Ltr

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REQUIRED TRAINING REPORTS

ANNUAL

<u>Report Title</u>	<u>Order/Ref</u>	<u>Due Date</u>	<u>Submit To</u>	<u>Req By</u>	<u>Format</u>
Rpt of Annual Trng (AT)	MCO 1540.34B	30 Oct	G-3 Ops	All Units	Ltr
Bn Field Trng Days (BFTD)	MCO 1500.43C	15 Dec	G-3 Trng	All Units	Ltr
Rpt of Indiv. Training	ForO P1540.3	30 Oct	G-3 Trng	All Units	Ltr

SITUATIONAL

<u>Report Title</u>	<u>Order/Ref</u>	<u>Due Date</u>	<u>Submit To</u>	<u>Req By</u>	<u>Format</u>
AT After Action Rpt	MCO 5000.17	45 Days After ATD	G-3 Ops	All Units	Ltr
After Action Rpt For Conf. Excess of \$25,000	MCO 5050.12B	As Req'd.	Comptroller	All Units	Ltr
Pre-Deployment Rpt	MCO 3000.2E	As Req'd.	G-3 Ops	All Units	Msg
ATP/RMP	MCO P1001R.1G	As Req'd.	G-3 Trng	All Units	Ltr
MCCRES Rpt	MCO 3501.1C	60 Days After Test	G-3 Trng	All Units	Ltr
SORTS Report	MCO P3000.13B	As Req'd.	G-3 Trng	Rptg Units	Msg
SORTS Validation	MCO P3000.13B	30 and 60 After Rpt	G-3 Trng	Rptg Units	Msg

Note 1. The unit Highlights for the following month will be included in this report under section "C" PROJECTED ACTIVITIES.

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APPENDIX B

UNIT TRAINING MANAGEMENT CHECKLIST

A. GENERAL

1. Purpose. This appendix provides unit Commanders and training personnel with a variety checklists that can be used to help manage different areas of unit training. They are guides only and they are to be used as memory joggers.

2. SKILL PROFICIENCY TRAINING

a. Have procedures been developed to evaluate MOS proficiency of all Marines based on the requirements contained in MCO P1200.7M and/or the appropriate Individual Training Standards (ITS)?

b. Are individual Marines aware of the performance objectives they are evaluated on, as set in MCO P1200.7M and ITS (MCO1510.34A)?

c. Within the unit's capability, do these procedures for evaluation as developed by the unit, emphasize actual performance?

d. Has MOS training been planned, scheduled, and conducted to ensure MOS proficiency is maintained/developed?

e. Are individual Marines evaluated in accordance with these performance objectives?

f. Are individual Marines counseled on these evaluations?

g. Is MOS training being adequately managed?

3. BST/EST

a. Are annual BST evaluations (practical applications or written) being conducted for all Gunnery Sergeants and below?

b. Have procedures been developed to evaluate proficiency in the essential subjects?

c. What percentage of the unit has been evaluated in general military subjects to date?

d. Does the unit train Marines prior to testing in BST/EST?

e. Is BST/EST training conducted by exception for all Marines?

f. Do the testing procedures emphasize evaluation of actual performance?

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- h. Are the Marines who fail the test being retested?
- i. Do all Marines in the unit have the BST handbooks?
- j. Did 90% of those tested pass the test?

4. TRAINING DIRECTIVES AND PUBLICATIONS

- a. Does the unit have and use FMFM 0-1, Unit Training Management Guide, and FMFM 0-1A, How to Conduct Training?
- b. Does the unit have appropriate directives and publications required by its mission, function, and authorized equipment?
- c. Does the unit's current individual activity table of allowances for publications and directives reflect what the unit actually needs?
- d. Does the unit have on hand or on order what is required by this table of allowance?
- e. Are directives and publications current in accordance with the NAVMC 2761 (or SL 1-2/1-3) and DPINST 5215.1, the Navy Directives Issuance System Consolidated Subject Index and other directives checklist?
- f. Does the training officer and/or training chief know how to properly manage the unit's training library to ensure it is complete and current?

5. MCI

- a. DIRECTIVES: Are the current editions of essential directives available:

- (1) MCO 1550.3M, Marine Institute Correspondence Course?
- (2) MCO P1550.1, Marine Corps Institute Catalog?
- (3) ForO P1540.3, SOP For Training?

- (4) Are these directives available and used by the MCI supervisor within the units?

- (5) Are these directives current?

- b. COUNSELING AND SCREENING

- (1) Has the unit established a MCI management program?
- (2) Is the Marine Corps Institute Catalog being used as the

SOP FOR TRAINING

source document for the administration and management of the MCI program?

(3) Has a program of pre-enrollment counseling been established in accordance with paragraph 8 (a) of MCO 1550.3M?

(4) Is eligibility criteria as set forth in MCO P1550.1R being followed?

(5) Is the minimum requirement of one lesson completion per month being submitted to MCI, and is it enforced?

(6) Are all MCI-R5 cards being maintained in accordance with MCIO P1550.1R, for example as a record keeping device?

(7) Are SRB/OQR/Unit Diary entries being made upon receipt of the notice of enrollment card (MCI-R5) and upon completion, failure, or disenrollment from a MCI course?

(8) Are students being re-interviewed upon receipt of the MCI-R5 card to ensure all course materials are received, and they understand their responsibilities?

(9) Has a monitoring system been established?

(10) Are MCI-R5 cards appended to the document side of the OQR/SRB upon transfer of students?

(11) Are entries made on the unit diary upon course completion?

(12) Is the monthly Unit Activity Report (UAR) properly audited, promptly returned to MCI within five working days of receipt, and used as a management tool?

(13) Is the UAR reviewed by the Reserve Commanding Officer/Training Officer monthly?

(14) Is the Commanding Officer approving all requests for disenrollment?

(15) Are audited copies of the UAR being maintained for one year?

(16) Complete the following data for the last 12 months:

Percentage of command in MCI courses: _____

Number of courses completed: _____

Number of disenrollments: _____

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Number of reenrollments: _____

Number of failures: _____

Completion rate: _____

Note: All information is contained on the monthly Unit Activity Report (UAR).

(17) Are MCI supervisors using the desktop procedures provided by MCI?

(18) Are MCI completion certificates being presented with appropriate ceremony?

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MARKSMANSHIP TRAINING CHECKLIST

1. Are unit marksmanship programs updated in accordance with MCO 3574.2H and Commander, MARFORRES naval message, P080521Z AUG 94?
2. Are all Marines who are required to undergo marksmanship training receiving that training?
3. Are Marines who are required to qualify with their T/O weapon given the opportunity to do so?
4. Are all Marines firing a combat marksmanship course after requalification?
5. Are personnel who failed to achieve marksmanship classification receiving remedial training and are they being retested?
6. Are personnel who are not required to fire a specific weapon for qualification, but who are armed with it for duty, receiving semi annual Familiarization (FAM) training?
7. Are Marines who are armed with shotguns FAM firing every six months?
8. Are BZOs being maintained by Marines on assigned weapons? Is the BZO recorded in the butt stock of the weapons?
9. Does the unit have a sufficient amount of trained coaches and instructors to conduct a marksmanship program?
10. Is marksmanship training receiving command attention?
11. Is Proficiency Enhancement Training (PET) conducted during the non-qualifying years?
12. Does the unit have individual weapons?
13. Are scores of those who failed to qualify being recorded in their SRB/OQR?
14. Were Marines who failed to qualify initially, but who qualified on a subsequent detail, assigned a score of 25 in their SRB/OQR?
15. Are scores promptly entered on the Unit Diary?
16. Did the unit request a requalification waiver if range facilities were not available?
17. Was the requalification waiver documented in the SRB/OQR of all unit personnel?

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18. Was the previous FY requalification completed?
19. Has the current FY requalification been completed?
20. What are the unit qualification percentages to date for this calendar year?

Rifle _____ Pistol _____

21. What percentage of the unit required to fire for requalification has fired during this training (fiscal) year?

Rifle _____ Pistol _____

- | | | |
|--------------------------------------|--------------|---------------|
| 22. Last FY (FY-1 Oct- 30 Sep 19 XX) | <u>Rifle</u> | <u>Pistol</u> |
| Number of Marines required to fire | _____ | _____ |
| Number of Marines who fired | _____ | _____ |
| Number of Marines who qualified | _____ | _____ |
| Percent qualified | _____ | _____ |
| 23. Current FY | <u>Rifle</u> | <u>Pistol</u> |
| Number of Marines required to fire | _____ | _____ |
| Number of Marines who fired | _____ | _____ |
| Number of Marines who qualified | _____ | _____ |
| Percent qualified | _____ | _____ |

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WEIGHT CONTROL/MILITARY APPEARANCE CHECKLIST

1. Number of Marines on Weight Control/Military Appearance:

	Weight Control	Military Appearance
Field Grade	_____	_____
Co Grade	_____	_____
SNCO	_____	_____
NCO	_____	_____
LCpl and Below	_____	_____

2. Are required publications on hand and current? (MCO 6100.10B)

3. Are MMS entries being made each time a Marine is placed on or removed from Weight Control or the Military Appearance program?

4. Is Appendix A to enclosure (2) of MCO 6100.10B together with full length front and side view photographs (Service "C") being maintained as minimum weight control/military appearance documents?

5. Does the page containing photographs show name, grade, SSN, weight, height, DOB and date of photograph?

6. Did the medical officer establish a realistic weight loss goal to include the number of pounds to be lost and the number of weeks to lose the weight for those personnel on weight control?

7. Are personnel on the Military Appearance Program involved in a reduced diet and/or command exercise program aimed toward proper re-distribution of weight? (MCO 6100.10B, paragraph 6j)

8. Are personnel on the Weight Control/Military Appearance Program removed from the program once the individual meets his prescribed goal? (MCO 6100.10B, paragraph 6m)

9. Are personnel who have been on the Weight Control/Military Appearance Program for six months being re-evaluated and is administrative action being completed on personnel not making satisfactory progress? (MCO 6100.10B, paragraph 6 and MCO P1900.16D, paragraphs 6012 and 6016).

10. Have personnel on the Weight Control/Military Appearance Program over six months been granted an extension by the SPCM authority in accordance with MCO 6100.10B?

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11. Are weigh-ins or measurements being conducted at least every two weeks for active duty, every month for SMCR, to determine the individual's progress, and is counseling for those individuals not having a weight loss being conducted? (MCO 6100.10B, paragraph 6)
12. Are the provisions of MCO 6100.10B being complied with regarding alternate maximum weight limit and use of body fat standards?
13. Personnel using alternate weight goals do/do not have approval from a SPCM authority? (MCO 6100.10B)
14. Are all personnel who are overweight, obese, or who present a poor military appearance due to weight distribution, enrolled in the Weight Control/Military Appearance Program?
15. The command has/has not established a Weight Control/Military Appearance Program. (MCO 6100.10B, paragraph 7)
16. All personnel enrolled in the program were/were not making satisfactory progress. (MCO 6100.10B, paragraph 6)
17. The command has/has not taken proper action on personnel enrolled in the program who have not shown improvement. (MCO 6100.10B, paragraph 6)
18. Were the Commanding Officers' letters requesting preliminary medical evaluation and endorsements thereto properly completed (signed and dated)?
19. Were Marines properly evaluated by medical authorities prior to assignment to, or extension on, the weight control program?
20. Is counseling being conducted as required for Marines not evidencing weight loss at the periodic weigh-ins?
21. Were exercise programs initiated to correct the military appearance of the Marines determined not to be within the prescribed weight standards?
22. Are JUMPS/MMS entries being made and proper coordination effected between the unit diary clerk and training NCO when the Marine was assigned to, extended on, or removed from the weight control program?
23. Has discharge action been initiated against Marines who have not made satisfactory progress on the weight control program, and have not met their prescribed weight reduction goal.
24. Has discharge action been initiated against Marines on the weight control program, who had been granted an extension, but have not met their weight reduction goal by the end of the extension?

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25. Has discharge action been initiated against Marines who were assigned a second time to the weight control program, and have not met their prescribed weight reduction goals within 90 days?

26. Has discharge action been initiated against Marines who were assigned to the weight control program subsequent to second assignment?

27. Were Marines removed from weight control or military appearance programs upon meeting their prescribed goals?

28. Were Marines assigned to the weight control program for a second time, and erroneously granted more than 90 days to meet their weight reduction goals?

29. General Statistics:

- a. Total Number Weighed _____
- b. Participation Strength _____
- c. Percent Weighed (a divided by b) _____
- d. Number Assigned to Weight Control Program _____
- e. Number Granted Alternate Weight Limit _____
- f. Number Overweight Not on Properly Managed Program _____
- g. Percent Overweight (f divided by b)) _____

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PHYSICAL FITNESS PROGRAM CHECKLIST

1. Policies and procedures for a Physical Fitness Program have/have not been developed by the command. (MCO 6100.3J)
2. All Marines are/are not conducting physical training on their own initiative from one drill to the next. Are they being told to maintain their level of physical fitness?
3. Physical fitness test failures are/are not being re-tested. (MCO 6100.3J)
4. All personnel are/are not being tested on the physical fitness test with the frequency required. (MCO 6100.3J) (Semi annually for active duty and annually for Reserves).
5. The control of and procedure for a command supervised remedial PT program for PFT failures is/is not adequate. (MCO 6100.3J, paragraph 6)
6. The command's passing percentage on the PFT is/is not above 90%. (MCO 5040.6E, encl (2))
7. All active duty staff are/are not receiving a minimum of three hours per week of physical training.
8. PFT scores are/are not entered on the unit diary promptly.
9. The organization, administration, and supervision of the PFT is/is not in compliance. (MCO 6100.3J)
10. All designated personnel did/did not participate in the CI/MORDT PFT.
11. Personnel presenting medical chits did/did not take a partial PFT.
12. The pull up/chin up bar is/is not the proper size.
13. Demonstrations of each PFT event were/were not properly shown.
14. The running course is/is not clearly identified and marked.
15. Adequate personnel were/were not positioned along the running course to advise participants of running times.
16. The Wet Bulb Globe Temperature was/was not taken prior to the administration of the PFT.

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17. Adequate medical personnel were/were not present during the conduct of the PFT.

18. Adequate water was/was not available during the conduct of the PFT.

19. Test scores were/were not computed correctly.

20. All participants did/did not pass the PFT.

21. PFT participants, who scored a 285 or greater, were/were not promptly recognized.

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MWTC, BRIDGEPORT, CA CHECKLIST (SUMMER/WINTER EXERCISES)

1. Upon notification of a Mountain Exercise (MTEX), Commanders and OICs will designate a Unit to conduct the training and accomplish the following in accordance with:
 - a. Annual training as stated and confirmed in the TEEP,
 - b. Liaison and coordination by Officer Conducting the Exercise (OCE) with CO, MWTC,
 - c. Necessary plans and orders for movement/training/FEX,
 - d. Advise the MARFORRES (appropriate MSC), G-3 OPS of significant events prior to deployment or Annual Training,
 - e. Submit request for funding via the TEEP process.
 - f. Provide necessary communication nets to the deploying unit. Coordinate frequency assignments and request additional HF support, if necessary, via MARFORRES AC/S, G-6.
 - g. Submit logistical support requests in accordance with Appendix D of this Manual as part of the TEEP process. Additional logistic requirements as follows:
 - (1) Preferred method of transportation for both personnel and cargo is by SAAM;
 - (2) When SAAM is not available, transportation for personnel will normally be by surface (commercial) means; cargo may be transported by air (SAAM); and,
 - (3) Appendix D, contains procedures for air transportation request.
2. 4th FSSG support is normally restricted to the following:
 - a. Arrival/Departure Airfield Control Group (AACG/CACG) to support air movements,
 - b. Helicopter support teams,
 - c. Limited (emergency) dental support,
 - d. Limited postal support (stamps, money orders),
 - e. Intermediate maintenance contact teams,

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- f. Personnel to augment MWTC dispensary,
 - g. Disbursing support,
 - h. Combat service support elements (Task Organized to provide limited support during MTEX),
 - i. Cold weather clothing/equipment from the Special Training Allowance Pool (STAP),
 - j. Field fortification material from TAP; and
 - k. Limited repair parts block.
3. 4th MAW support is normally restricted to limited tactical helicopter support at MWTC, NAS Fallon with attendant support functions. Forward air support requests via MARFORRES or the appropriate MSC, G-3. (Refer to Appendix D)
4. Liaison for training exercise matters is conducted by units scheduled to participate in MWTC exercise.
5. CO, MWTC is designated as the coordinating authority for training. Direct liaison with CO, MWTC is authorized for planning.

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CHECKLIST FOR COMBINED ARMS EXERCISES (CAX)

1. When specific units are scheduled to conduct a CAX as outlined in the Training, Exercise, and Employment Plan (TEEP), the following checklist should be used to facilitate mission accomplishment:

a. Annual training preparation prior to the commencement of scheduled exercise,

b. Liaison and coordination made by Officer Conducting Exercise (OCE) with Reserve Support Unit (RSU) at MCAGCC,

c. Necessary plans and orders for movement/training/CAX (a copy of all operational orders are forwarded to CG, MCAGCC),

d. Develop proposed task organization for submission to MARFORRES (appropriate MSC) AC/S, G-3, NLT 10 days prior to the MARFORRES TEEP conference.

e. Advise MARFORRES (appropriate MSC), G-3 OPS of significant events prior to AT,

f. Submit request for Annual training funding via the TEEP process to MARFORRES (appropriate MSC), G-3 OPS,

g. Submit logistic support requests per Appendix D, via the TEEP process,

(1) Class V (W) items are stockpiled at MCAGCC for use by MARFORRES (appropriate MSC) units. Ammunition consumed is deleted from the organization's annual allocations; and Class V artillery has to be identified 90 days prior to be prepositioned. (May require more than 90 days.)

(2) Transportation of organization members and cargo to and from MCAGCC is coordinated with MARFORRES, G-4. JA/AAT is the preferred method of transportation for both personnel and cargo. When JA/AAT is not available, commercial surface transportation is normally used.

h. Provide necessary communication nets for the deploying unit. Coordinate frequency assignments, and request additional HF support, if necessary, via MARFORRES AC/S, G-6.

i. Provide a copy of all organization SOPs that amplify operational procedures to MCAGCC, Tactical Exercise Control Group (TECG) at least 10 days prior to the exercises.

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j. Act as a the Officer Conducting the Exercise (OCE) and ensure the CAX FORCE will:

(1) Be task organized at a minimum, with a headquarters staff to provide the essential functions of command, control, coordination, communications, and intelligence. Some examples are:

(a) Receive, consolidate, and pass to the ACE requests from the GCE preplanned air;

(b) Assist the Fire Support Coordination Center (FSCC) in providing the Direct Air Support Center (DASC) with information on friendly positions, the Forward Edge of the Battle Area (FEBA), the location of firing batteries, and fire support coordination measures in effect;

(c) Pass intelligence concerning enemy activities (Surface-to-Air-Missiles (SAM) firing, incoming higher level intelligence to the GCE and the DASC; and

(d) Coordinate aerial photo reconnaissance in support of the GCE.

(2) Act as the single point of contact between MCAGCC and the exercise force for pre-exercise planning and exercise activities.

(3) Exercise control over the exercise force. These may include:

(a) The GCE consisting of Infantry, Armor, Artillery, Anti-Armor, Engineer, Assault Amphibian, and Communications Support assets;

(b) The ACE consisting of helicopter, fixed wing, air command and control support, as requested;

(c) The CSSE comprising all combat service support functions.

2. Safety is paramount in the conduct of all CAXs. Expenditure of all live ordnance is in accordance with range safety regulations issued by CG, MCAGCC. Ensure all personnel participating in the CAX receive the required safety briefings.

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UNIT TRAINING PLAN AND RESOURCES MANAGEMENT CHECKLIST

1. Are unit missions and requirements identified from currently assigned crisis action plans and contingencies? (Paragraphs 5002 and 6003, FMFM 0-1)

YES _____

NO _____

2. Has the commander prepared a Mission Essential Task List (METL) from an assessment of his missions and requirements? (Paragraph 5003, FMFM 0-1)

YES _____

NO _____

3. Have unit proficiencies been determined by observing unit performance against criteria established in CMC approved collective and individual training standards? (Paragraphs 5004 and 6004, FMFM 0-1)

YES _____

NO _____

4. Has the commander set realistic unit training goals based on the METL? (Paragraph 6002, FMFM 0-1)

YES _____

NO _____

5. Are training priorities derived from unit missions and requirements, unit training goals, and unit/individual proficiencies and deficiencies relative to approved CMC standards? (Paragraph 6005, FMFM 0-1)

YES _____

NO _____

6. Has the commander developed a training strategy derived from training priorities, training needs, and a limited amount of resources? (Paragraphs 6007, FMFM 0-1)

YES _____

NO _____

7. Has the commander prepared a Long Range Training Plan? (Chapter 6, FMFM 0-1)

YES _____

NO _____

8. Has the commander prepared a Mid-Range Training Plan which converts the Long Range Training Plan into a practical series of training activities and events, provides training trainers with more detailed guidance, and allocates and coordinates required resources? (Chapter 7, FMFM 0-1)

YES _____

NO _____

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9. Has the commander determined requirements for facilities (e.g., Nuclear, Biological, and Chemical, (NBC) chambers; classrooms, gyms, etc.) based on the approved Long Range Training Plan? (Paragraph 9002.c, FMFM 0-1)

YES _____

NO _____

10. Has the commander determined training and audiovisual support requirements based on the approved Long Range Training Plan? (Paragraph 9002.e, FMFM 0-1)

YES _____

NO _____

11. Are required directives maintained in support of training? (Paragraph 9002.d, FMFM 0-1)

YES _____

NO _____

12. Has the commander determined mid-range training support requirements based on the Mid-Range Training Plan? (Paragraph 9003, FMFM 0-1)

YES _____

NO _____

13. Has the commander determined the short range training support requirements? (Paragraph 9004, FMFM 0-1)

YES _____

NO _____

14. Has the commander prepared training support requests based on the monthly training schedule? (Paragraph 9004, FMFM 0-1)

YES _____

NO _____

15. Does the commander determine the specific purpose of the evaluation prior to the conduct of the evaluation? (Paragraph 10001, FMFM 0-1)

YES _____

NO _____

16. Does the commander select tasks for evaluation based on the purpose of the evaluation? (Paragraph 10001.a (5), FMFM 0-1)

YES _____

NO _____

17. Does the commander ensure proper preparation for the evaluation? (Paragraph 10002, FMFM 0-1)

YES _____

NO _____

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18. Does the senior headquarters prepare an exercise outline plan?
(Paragraph 11007.e, FMFM 0-1)

YES _____

NO _____

19. Is there evidence that planners are aware of the various
training events which comprise exercises? (Paragraphs 11010 through
11019, FMFM 0-1)

YES _____

NO _____

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TRAINING ADMINISTRATION

1. Does the unit have a current Training SOP?
2. Does the SOP contain a description of how the unit will provide for internal management procedures necessary to implement training programs and the requirements of higher authority?
3. Does the SOP contain a statement of training goals or objectives?
4. Does the SOP contain a statement of training requirements and training priorities?
5. Does the SOP contain provisions for the planning, directing, conducting, and supervision necessary to accomplish training?
6. Does the SOP contain provisions for evaluating training accomplishments and individual MOS proficiency?
7. Does the unit have a current Annual Training Plan?
8. Does the Annual Training Plan contain unit training objectives and priorities?
9. Is the Annual Training Plan being used as a working document to record completed training?
10. Are lesson plans being used for each formal period of instruction?
11. Are lesson plans being kept on file for a period of two years?
12. Are lesson plans being revised and updated?
13. Are training aids being used?
14. Are instructors being critiqued?
15. Are attendance rosters and instructor critique sheets being filed?
16. Are Individual Training Records (ITRs) being maintained on each Marine?

SOP FOR TRAINING

LEADERSHIP TRAINING

1. Is Leadership Training included in the published Training Plan?
2. Is the training developed by the unit designed to meet the leadership training goals?
3. Are training development plans, related records, and reports generated during the process of implementing leadership training and NCO leadership development training programs being maintained for a period of two years?
4. Are training personnel familiar with the Marine Corps leadership training and education requirements?

SOP FOR TRAINING

TROOP INFORMATION PROGRAM

1. Has a Troop Information Programs been established to fulfill the particular needs of the unit?
2. Does the unit conduct troop information sessions at the lowest unit level possible to facilitate communication and exchange of ideas between the small unit leader and the individual Marine?
3. Does the unit maintain the necessary records and lesson plans required to manage and conduct the Troop Information Program?
4. Are training personnel familiar with the Marine Corps Troop Information Program?

SOP FOR TRAINING

PROFESSIONAL MILITARY EDUCATION

1. Does the unit have a Professional Military Education (PME) Program?
2. Are Private through Corporal completing the Personal Finance Course within six months of joining the unit?
3. Have all Lance Corporals enrolled in/completed Fundamentals of Marine Corps Leadership?
4. Have all Corporals enrolled in/completed the Noncommissioned Officer Basic Nonresident Course?
5. Have all Sergeants enrolled in/completed the Noncommissioned Officer Basic Nonresident Course?
6. Are Sergeants attending the resident Sergeant's Course when quotas are available?
7. Have all Staff Sergeants enrolled in/completed the Staff Noncommissioned Officer Career Nonresident Course?
8. Are Staff Sergeants attending the resident Staff Noncommissioned Officer Career Course when quotas are available?
9. Have all Gunnery Sergeants enrolled in/completed the Staff Noncommissioned Officer Advance Nonresident Course?
10. Are Gunnery Sergeants attending the resident Staff Noncommissioned Officer Advance Course when quotas are available?
11. Have Gunnery Sergeants who have attended the Staff Noncommissioned Officer Advance Course enrolled in/completed the MCI Warfighting Skills Program?
12. Have all Warrant/Chief Warrant Officer 2 and Second/First Lieutenants enrolled in/completed the MCI Warfighting Skills Program?
13. Have all Chief Warrant Officer 3 enrolled in/completed the Amphibious Warfare School Nonresident Program?
14. Have all Captains attended Amphibious Warfare School or an equivalent school in residence, or enrolled in/completed the Amphibious Warfare School Nonresident Program?

SOP FOR TRAINING

15. Have all Majors attended Command and Staff College or an equivalent school in residence, or enrolled in/completed the Command and Staff Nonresident Course?
16. Have commanders allowed and encouraged their Marines to meet PME program requirements?
17. Has the unit established a Professional Reading Program?

SOP FOR TRAINING

MARINE COMBAT WATER SURVIVAL TRAINING

1. Does the unit have a Marine Combat Water Survival Program?
2. Does the unit have adequate pool facilities to conduct the Marine Combat Water Survival Program?
3. Are Marines who have not achieved the minimum Marine Combat Water Survival Third Class (CWS3) being trained and tested/retested?
4. Does the unit have qualified MCIWS/MCITWS instructors?
5. Did the unit take the necessary steps to obtain MCIWS/MCITWS instructors?
6. Are instructors using appropriate American Red Cross manuals and water safety manuals?
7. Are MCIWS/MCITWS instructor's certificates being revalidated at least every three years?
8. Has the unit requested a waiver with written justification? (CG, MCCDC (C-462) must be informed of exemptions.)
9. Does the unit make the appropriate unit diary entries to reflect qualifications, waivers, and instructor certifications?
10. Are appropriate swimming qualification entries being made in the Health Record of personnel on flight status or designated as scuba divers?

SOP FOR TRAINING

APPENDIX C

TEEP INFORMATION OVERVIEW

A. GENERAL

1. Purpose. This appendix offers an overview of the Training Exercise and Employment Plan (TEEP) and how to calculate and obtain an accurate status of TEEP funds.

a. The TEEP was developed to provide the MARINE FORCES RESERVE (MARFORRES) and the three Major Subordinate Commands (MSCs) operational and financial visibility concerning the schedule and cost of ATs and training exercises. It allows the Commander, MARFORRES to make informed decisions concerning training resources and opportunities. The TEEP consolidates budget with exercises into one complete database which is distributed to all MARFORRES units involved in exercises.

b. TEEP Coverage. The TEEP was envisioned to plan and control training events which the MSCs could manage effectively and efficiently, such as AT's and major exercises. A good way to judge if an event should or should not be "TEEPed" is to ask the question whether or not a units training requires funding. For example, if funds became constrained, some ATs might be directed and conducted at the unit Home Training Center (HTC). Consequently, some training exercises would then be canceled. Units would in all probability execute drills using unit funds separately to make up for this shortfall in training funds.

c. TEEP Funds. Some funds are distributed to the field through the fund administrator and some funds are held by MARFORRES. Distribution is determined by how the funds are spent. Temporary Active Duty (TAD), Inactive Duty Training (IDT), Active Duty Special Work (ADSW), and individual AT funds are distributed to the field because they are spent by "cutting orders". AT Billeting funds are provided to the field because that is where the arrangements are made (Comptroller enters all AT Billeting obligations). Group AT, Exercise Support and TOT (Transportation of Things) funds are held by MARFORRES, because they are spent through the MARFORRES headquarters. The first attachment describes each category of funds.

d. TEEP Development. The MARFORRES, G-3 section and the MSC's G-3 sections develop the TEEP by consolidating and analyzing the inputs (proposed training and cost estimates) submitted by the units reporting to the three MSCs. The TEEP has a funding ceiling or limitation that must not be exceeded. This not-to-exceed funding limitation causes the senior command (MARFORRES) to scrutinize every facet of the TEEP. The primary goal is to analyze, design, develop, implement, and continuously evaluate the TEEP to ensure that it accomplishes the Force Command's training objectives. The TEEP becomes official when signed by the Commander, MARFORRES.

SOP FOR TRAINING

e. Funding Allocations. The Comptroller distributes funds to each fund administrator. Changes are made only when approved by the MARFORRES G-3. Dollars are allocated in the quarter the event is scheduled. If spending is required for pre-events before the quarter of the event, units may spend these dollars against those future funds, but the proper event code must be used.

f. Recording Spending. Spending is tracked through the use of event codes in our two accounting systems. The bottom line is that your order writing people need to use the event codes when they "cut orders," or the unit will not receive credit for the dollars spent. If you do not record the spending with a TEEP event code, it is credited against the unit's administrative budget, and the unit will forfeit the unused TEEP dollars. The MARFORRES, Comptroller section reviews the dollar amount spent 30 days after the end date of each training event. The Comptroller compares the difference between the authorized budgeted amount and the amount of dollars actually spent. The variance remaining is the unit's available balance (surplus or deficit depending on the amount authorized versus what was actually spent). The second attachment explains in further detail how the unit's spending status is determined.

SOP FOR TRAINING

TEEP CATEGORY OF FUNDS

A. GENERAL

1. Background. The Training Exercise and Employment Plan (TEEP) lists six different categories of exercise funding to support units in the field. These six categories of funding are explained and listed below:

a. .27AOT. This category represents Operational and Maintenance Marine Corps Reserve (O&MMCR) Temporary Additional Duty (TAD) funds. These funds are used to support the TAD requirements of Active Duty personnel assigned to the unit for pre, during, and post exercise requirements. **Subhead .27AOT funds are distributed to the units in an authorization letter from the Comptroller's office.**

b. IDT. This category represents Reserve Personnel Marine Corps (RPMC) subhead .2731 funds for Inactive Duty Training (IDT). IDT funds are used to support off-site drill requirements for Reservists participating in pre-event planning meetings, conferences, site surveys, etc. required to support a specific TEEP event. IDT funds represent Per Diem, Travel, and Miscellaneous Reimbursements associated with off-site drills which require TAD orders for Reservists to travel from the Home Training Center (HTC). **These funds are distributed to the units via authorization letter from the Comptroller's office.**

c. AT BLT. This category represents RPMC subhead .2731 funds for AT billeting (AT BLT). AT BLT funds are used to pay for the billeting of SMCR personnel on AT for advance party, main body and rear party. This category primarily deals with unit ATs performed away from the HTC when work request, NavCompt Form 2275 or DD Form 448, are used to pay for billeting. Units must contact the Fiscal Operations Section of the Comptroller's office for applicable appropriation data and document numbers required on the funding documents. Copies of the Work Requests (NavCompt Form 2275 or DD Form 448) and all billing documents must be submitted to the Fiscal Operations Section to be inputted into the Automated Assignment System (AAS). **These funds are distributed to the units via authorization letter from the Comptroller's office.**

d. Unit AT. This category represents RPMC subhead .2731 funds for AT travel. Another name commonly used for this category is Small Group AT Travel/Per Diem. Unit AT funds are used for SMCR AT travel and per diem for 20 Marines or less. Generally, TEEP events in this category involve orders that constitute group travel and field duty in which per diem costs are not incurred and typically includes only the GTR cost. Per Diem and travel costs will be incurred in this category if individual orders vice group travel/field duty orders are issued to SMCR Marines.

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Unit AT funds and all individual travel/per diem under this category are budgeted for by the Command through the TEEP process. **These funds are distributed to the units via authorization letter from the Comptroller's office.** Current procedures require that Standard Document Numbers (SDNs) and Travel Order Numbers (TONs) for Government Transportation Requests (GTRs) for group travel performed under this funding category are issued and entered by the Fiscal Operations Section. Units are required to forward a written request to Fiscal Operations Section to obtain the appropriation data for the GTR cost.

e. .2732. This category represents RPMC subhead .2732 funds for Active Duty Special Work (ADSW). These funds are used for short term tours of active duty performed by Reservists for projects supporting the Reserve component. Examples of ADSW for TEEP purposes include support of training sites or training operations, exercise support, and administrative functions related to a specific TEEP event. The specific regulations governing the use of ADSW funds for exercise support are covered in MCO P1001R.1G. They are cited as follows: "ADSW exercise support funding from reserve appropriations is used to fund Reserve personnel for limited support or participation in active component exercises or both. This limited support is intended for pre and/or post-exercise requirements, as well as exercise participation, and should normally not exceed 30 days. Due to the austere fiscal climate, ADSW exercise support funding will not exceed 60 days per exercise, per individual". **These funds are distributed to the units via authorization letter from the Comptroller's office.**

f. .27AOE. This category represents O&MMCR Exercise Support funds. These funds are used to ensure that a unit has sufficient assets to conduct Annual Training. These funds pay for any contract services such as heads, opening/closing fees, rental of equipment, etc. and exercise Bill of Materials (BOM). Exercise support funds for AT are distributed by the Comptroller based on BOM and contract services requested through and reviewed by the MARFORRES, G-4 in consonance with the funding indicated in the TEEP. **These funds are not distributed to the units but they are maintained by the Comptroller's Office for MARFORRES, G-4.**

2. The following is a quick review of TEEP funds distribution:

a. TEEP Funds distributed to the units:

- .27AO O&MMCR TAD
- .2731 IDT
- .2731 AT Billeting
- .2731 Unit AT consisting of individual and groups under 20
- .2732 ADSW

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b. TEEP Funds held by MARFORRES to support TEEP requirements:

.27TO Transportation of Things (TOT)-MARFORRES
.27AO O&MMCR Exercise Support-Held by Comptroller for
MARFORRES G-4
.2731 Unit AT Groups over 20-Held by Comptroller for
MARFORRES G-4
TEEP Reserve-Held by Comptroller for MARFORRES G-3

CALCULATING STATUS OF TEEP FUNDS

1. Purpose. To provide a simple method of obtaining an accurate status of TEEP funds using a combination of official accounting and memorandum records which are maintained in the Standard Accounting, Budgeting, and Reporting System (SABRS) and the Automated Assignment System (AAS).

2. Procedures. Calculating the available balance of funds requires information to be retrieved from SABRS, AAS, and the unit's authorization and pending files. Use the following procedures in SABRS to calculate the status of .27AO funds. First, one must access SABRS and perform the following steps:

(a) Step 1- In the SABRS main menu screen, select option 12 for Reports Inquiry.

(b) Step 2- In the Report Inquiry Menu, select option 1 for Budget Execution Inquiries.

(c) Step 3- In the Budget Execution Report main menu, select option 7 for Budget Execution Records.

(d) Step 4- In the Budget Execution Records screen, enter "O" for obligation and "D" for direct in the Amount Option field. Next, enter the following information in the required field; OPBUD: M67861 FY 1994, MAC: ----- (DIV-M68479, WING-M67021, FSSG-M29050, MRF-M67861), FA: -- (two digit fields as applicable).

(e) Step 5- In the optional field, TAB down to the local use field, JOBNO/LU and enter the appropriate event code: JOENO/LU: _ _ _ _ (use blanks in the first two digit fields and enter the TEEP event code, two characters, in the next two digit fields).

3. Information. Completion of the above procedural steps provides a unit its total OMMCR funds obligated for TEEP by event code. (Note: It is extremely important that units use the instruction in the Fiscal SOP, ForO P7300.1, paragraph 3304.2j concerning the local use field to capture TEEP costs).

SOP FOR TRAINING

a. Determine the available balance for the TEEP by using the authorization amounts found in the unit's authorization file (authorization letters received from the Comptroller's office) and subtracting the obligated dollar amounts posted in SABRS (steps 1 through 5 above) and the obligations not posted to SABRS found in the unit's pending file. Use the following Status of Funds Worksheet below:

STATUS OF FUNDS WORKSHEET

_____	TEEP .27AO Authorization Amount
(-) _____	Obligated Amounts posted in SABRS
(-) _____	Obligated Amounts not posted in SABRS
= _____	TEEP .27AO Available Balance

b. RPMC (.2731 or .2732) TEEP Funds. TEEP items for RMPC funds are identified on the C1450BJW report accessed through INFOPAC. Information to access INFOPAC is found in Chapter 4, section 1 of ForO P7300.1. Once in INFOPAC, use the following steps listed below to calculate the status of RMPC TEEP funds:

(1) Step 1- In the Report ID field, enter C1450BJW. The version and action fields are left blank. Enter YES in the "display list of version" field. Then, press the enter key.

(2) Step 2- Enter an "X" in the option field next to the most recent date, usually listed as the top entry in the date field and press the enter key.

(3) Step 3- Enter F "-----" in the command line (e.g. F "29073", use reserve RUC in place of question marks and make sure that you enter a space after typing alpha character F which represents the command, Find). (Note: Individual units must use their reserve RUC to identify their TEEP RPMC transactions. After entering the RUC, one may or may not encounter a message stating "5000 Lines Searched". If so, use the key stroke ALT 5 to scroll down to your appropriate RUC information). After entering the above information, a report is displayed to provide obligated information by PIDTYPE Totals and Sponsor Code Totals for each fund administrator (FA) in the MARFORRES, Comptroller section. The following key stroke entries will assist an individual to scroll through the report properly:

(a) ALT 11 moves the screen over to the right for a view of the remaining information listed by PIDTYPE and Sponsor Code.

(b) ALT 10 moves the screen to the left.

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(c) ALT 8 moves the screen forward.

(d) ALT 7 moves the screen backwards.

(Note: When printing a report for your unit, ensure that you note the beginning and ending page of your specific RUC's obligated information in order to select the required pages. If you do not verify the specific pages, the entire MARFORRES report will be printed.)

(4) Step 4- Enter the home key to bring you back to the command line of the report. Type M and enter ALT 7 will bring you back to the top of the BJW report. The top of the report contains those items entered by the Fiscal Operations administrator to obligate those funds in AAS for items not yet processed on travel orders, such as AT billeting, IDT billeting, and Government Transportation Requests (GTRs). These line items are indicated by an eight (8) digit Travel Order Number (TON). An example is WAB00159. The last two digits of the TON signify the FA code. Scroll through all the line items to view each entry charged to your fund account or print the applicable pages as required.

(Note: When using the C1450BJW report, it is important to remember that the unit will view all obligations for MARFORRES, not just the individual unit's obligations that have been posted to this report. The report is displayed by PIDTYPE and Sponsor Code Totals. RPMC .2731 funds can be identified easily and computed by adding all entries posted in AAS for pay groups identified as 101 for officers and 231 for enlisted members. With regard to .2731 funds add only the per diem and travel columns for these pay groups. This figure represents .2731 obligations posted in AAS (note: MARFORRES does not account for the pay and allowances for these particular funds). RPMC .2732 funds consist of all other pay groups that are posted to AAS. For example, 118/248, 120/250, 113/243, etc.

(5) Step 5- Add the pay and allowance, per diem, and travel categories for all pay groups other than 101/231. This amount represents .2732 obligations posted in AAS. Use the same information explained above to determine your line item obligations.

(6) Step 6- Determine the available balance for TEEP by using the authorization amounts found in the unit's authorization file (authorization letters received from the MARFORRES, Comptrollers section).

(7) Step 7- Subtract obligated amounts posted in AAS (Steps 1 through 6 above), line item obligations posted in AAS, and obligations not posted to AAS found in the unit's pending file. Use the following Status of Funds Worksheet to assist you in tabulating the available balance of TEEP .2731 or .2732 funds. (Note: See the next page for the Status of Funds Worksheet.)

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STATUS OF FUNDS WORKSHEET

_____	TEEP .2731 or .2732 Authorization Amount
(-) _____	Obligated Amounts posted in AAS
(-) _____	Line Item Obligations posted in AAS
(-) _____	Obligated Amounts not posted in AAS
(=) _____	TEEP .2731 or .2732 Available Balance

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APPENDIX D

ANNUAL TRAINING/EXERCISE PLANNING GUIDANCE

A. GENERAL

1. Purpose. This appendix provides Commanders with the guidance for planning financial and logistical support for Annual Training (AT) periods. Once again, these lists are not tailored for every unit, but are to be used as a guide to help in the planning of your AT.
2. 27AOE (Exercise Support Funds). These funds are held at MARFORRES and administered by the G-4 (OPS). 27AOE are not allocated to the unit, and they are not included in the unit's operating budget. These funds must be requested from the MARFORRES, G-4 (OPS) via an Exercise Fiscal Worksheet at least 90 days prior to an exercise or AT period. All funding requests are forwarded via the chain of command. A forwarding endorsement from each level of the chain of command must accompany the request before it will be considered by G-4 (OPS).
3. Obligations not Funded. MARFORRES, G-4 (OPS) does not fund drill weekends, deployments, TAD costs, nor transportation costs from or to the Home Training Center (HTC). Transportation costs are requested via G-4, Strategic Mobility Office (SMO). (See attachment 4 citing specific details.)
4. Fiscal Planning. The exercise support funds listed on the MARFORRES TEEP are the unit's ceiling for that particular AT/exercise. These funding limits cannot be exceeded without detailed justification and approval from MARFORRES, G-3/G-4 (OPS). Therefore, it is imperative that proper planning occur to reflect an estimate that realistically represents all logistical requirements. The Command Element of an AT/exercise is responsible for consolidating and submitting to MARFORRES, G-4 (OPS), the logistic requirements for all of the elements attached to it. A checklist of logistical requirements, and a fiscal worksheet are attached to facilitate this effort.
5. Reserve Support Units (RSU). Units conducting their AT or exercise at a base with a RSU will reduce their logistics burden. The RSU is capable of purchasing materials and contracting for heads/dumpsters/vehicles, etc. The RSU has the ability to communicate directly with the active duty units and base logistics personnel at each respective base. Initial liaison between the unit and the RSU is encouraged; however, the RSU will not act on any issues without prior consent from MARFORRES, G-4 (OPS).
6. Other than Marine Corps Installations. Units conducting their AT at other than a Marine Corps installations have special items that must be considered when performing fiscal planning. These items are included in the checklist provided in this appendix.

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7. Fiscal Worksheets. All fiscal worksheets must be received by MARFORRES, G-4 (OPS) no later than (NLT) ninety (90) days prior to an exercise or AT. Worksheets that are received after the 90 days threshold may not be completed to the extent requested. Lead time is a very important aspect of logistics planning. It is to your benefit to oblige the 90 day timeline. Items that are essential to your unit AT may not arrive in time when your AT commences. To ensure quality training during the AT process, it is incumbent on every unit Commander/OIC to thoroughly plan the logistics support requirements that they need in order to accomplish the mission.

8. Points of Contact. Any questions concerning AT/exercise planning may be referred to MARFORRES, G-4 (OPS) at DSN 363-1518/1572/1575, or COML (504) 948-1518/1572/1575. The MARFORRES, G-4 FAX number is DSN 363-1515, or COML (504) 948-1515. Also, logistics requests may be submitted via the ELMS.

SOP FOR TRAINING

LOGISTICS SUPPORT CHECKLIST

CLASS I: SUBSISTENCE

1. Rations/MREs must be ordered by unit via MARFORRES, SUPPLY.
2. Mess hall support must be requested and coordinated through each base/installation. Inquire as to what fees are associated with using these facilities.
3. When requesting Field Messing, ask what regulations apply and what support is required?
4. Questions on the above items may be referred to the supply point of contact by calling (504) 948-5130.

CLASS II: CONSUMABLE. Consumables include items such as; batteries, wire, toilet paper, chemical lights, rope, cleaners, rags, construction materials, etc. Consumables do not include administrative supplies, weapons cleaning equipment, nor embarkation banding materials. These items must be planned in the unit's operating budget. Items associated with TAMCN and SL-3 gear will not be purchased. For assistance in these matters, call (504) 948-1518/1572.

CLASS III: POL/FUEL. POL/Fuel will be estimated using the unit's Equipment Density List (EDL) and concept of employment. POL/Fuel will be listed according to type (diesel/unleaded) and the quantity required. It is the unit's responsibility to determine the cost per gallon of each type of fuel requested. Most installations/bases via the RSU will provide a fuel credit card for use by the unit.

CLASS VIII: MEDICAL SUPPLIES

1. Units are required to bring organic medical supplies.
2. Coordinate all Authorized Medical Allowance List (AMAL) and Authorized Dental Allowance List (ADAL) requests above the organic capability level through the G-4, Medical via the chain of command.
3. Identify Navy personnel requirements as soon as possible to G-4, Medical.

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CLASS IX: REPAIR PARTS

1. Requests for a repair parts block are not normally considered. A Job Order Number (JON) does not exist for MARFORRES units outside of MARFORRES sponsored exercises.
2. Requests for Class IX parts will be reviewed by the G-4 section to ensure the validity of each request. A unit's request for parts must reflect the types and quantities of equipment listed on the AT EDL.
3. When authorized, Class IX support will be coordinated by the closest supporting RSU. If available, Class IX support will be contracted from other than Marine Corps sources when units conduct exercises on other than Marine Corps installations.

OTHER THAN MARINE CORPS INSTALLATIONS

1. Many Army and National Guard bases require a "Head-count" fee, or "Opening and Closing" fee, which is normally \$2.80 per Marine per day. This cost must be planned by the unit.
2. Most Army and National Guard installations will require an equipment usage fee for vehicles requested for Reserve use. The installation may also require maintenance funds up front. These costs can be excessive and they must be planned accordingly. A good site survey is imperative.
3. Often, Army and National Guard bases have contract mess halls. Units utilizing these messing facilities may incur a considerable usage fee.
4. When using other than Marine Corps installations, be aware of hidden costs. Conduct a liaison visit after gaining approval from the respective MSC to ensure that all costs are estimated early during the AT planning process.

CONTRACT SERVICES

1. Contract services are defined as those services that are not organic to a unit. These services include the following types:
 - a. Heads.
 - b. Dumpsters.
 - c. Automatic Data Processing Equipment (ADPE)/Copiers.
 - d. Leased Vehicles.

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- e. Telephone Hook-ups.
- f. Ice.
- g. Hazardous Materials/Environmental Fees.

2. Contract services should be maintained to a minimum. Only those services above a unit's capabilities will be requested. Leased vehicles will not normally be approved unless detailed justification for their use is provided. MARFORRES, G-4 will fund for telephone hook-ups, but will not pay for long-distance calls.

3. It is important that the unit determine what capabilities the installation can provide in order to ensure mission success while at AT. Many installations cannot support a large Bill of Material (BOM) or Class IX repair parts block. These items may need to be ordered and shipped to the AT site by the closest supporting unit.

(Note: This Logistics Support Checklist is provided to facilitate this painstaking approach to ensuring that the unit has everything it needs to successfully complete its AT mission requirements.)

SOP FOR TRAINING

EXERCISE FISCAL WORKSHEET

UNIT _____ TEEP# _____ LOCATION _____ PERSONNEL _____

1. CONSUMABLE SUPPLIES:

A. CLASS II (BOM): _____

B. POL/FUEL: _____

Provide in the following format:

NSN	NOMEN	U/I	U/P	QTY	T/P
-----	-------	-----	-----	-----	-----

2. CONTRACT SERVICES:

A. HEADS: COST X QTY = _____

B. DUMPSTERS: COST X QTY = _____

C. ADPE/COPIERS: COST X QTY = _____

D. LEASED VEHICLES: COST X QTY = _____

E. TELEPHONES: COST X QTY = _____

F. ICE: COST X QTY = _____

G. HAZMAT/ENVIRON: COST X QTY = _____

3. FUEL:

A. DIESEL: (UNIT COST X QTY) = _____

B. UNLEADED: _____

C. MOGAS: _____

D. TOTAL FUEL COST: _____

4. MATES/UTES EQUIPMENT RENTAL: _____

5. MATES/UTES MAINTENANCE COSTS: _____

6. TEMP-LOAN MAINTENANCE COSTS: _____

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7. OTHER THAN MARINE CORPS INSTALLATION COSTS:

- A. OPENING/CLOSING COSTS: _____
- B. BILLETING: _____
- C. LINEN: _____
- D. MESS HALL USAGE: _____
- E. MISCELLANEOUS COSTS: (LIST) _____

8. TOTAL COST OF AT/EXERCISE: =====

9. POINT OF CONTACT FOR REQUEST: _____

- A. PROVIDE: NAME, RANK/GRADE,
- B. TELEPHONE NUMBER/FAX, ETC.
- C. HOURS OF OPERATION

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TEEP ESTIMATES
TRANSPORTATION OF THINGS (TOT) GREEN/BLUE WORKSHEET

1. EXERCISE: _____

2. UNIT/LOCATION: _____

3. POC/PHONE #: _____

4. PASSENGER (PAX) TRANSPORTATION: (WHAT MODE AND PAX AMOUNT)

-COMMERCIAL BUS _____ # PAX
-COMMERCIAL AIR _____ # PAX
-SAAM _____ # PAX

5. FREIGHT TRANSPORTATION: (WHAT MODE AND TOTAL DOLLAR AMOUNTS)

-T/T \$ _____ / _____ (G/B)
-RAIL \$ _____ / _____ (G/B)
-SAAM \$ _____ / _____ (G/B)

6. SHOW OR ATTACH COMPUTATIONS OF WORK:
(I.E., EQUIPMENT TO TRANSPORT, ESTIMATED CUBE/WT OF CARGO, AND
ESTIMATED COST PER TRUCK LOAD)

7. MUST BE VALIDATED AT EACH LEVEL OF CHAIN OF COMMAND.

8. DO NOT CONSOLIDATE WITH HIGHER HEADQUARTERS.

9. THIS WORKSHEET MUST BE ATTACHED TO TEEP WORKSHEET.

SOP FOR TRAINING

AIR SUPPORT REQUEST (ASR) TEEP GOUGE

1. COMMON QUESTIONS AS TO WHEN AN ASR EVENT SHOULD BE TEEPED.

A. WHEN THREE OR MORE AIRCRAFT ARE REQUIRED DURING AN EVENT AND/OR;

B. ANYTIME AIR SUPPORT IS REQUIRED MORE THAN TWO (2) DAYS.

2. TO ASSIST THE 4TH MARINE AIR WING (MAW) TO IDENTIFY AIR SUPPORT EVENT AIRCRAFT REQUIREMENTS, UNITS MUST STATE THE FOLLOWING:

A. TYPE OF MISSION.

B. MISSION OPERATING AREA.

C. TYPE OF A/C SOUGHT.

D. DATE AND TENTATIVE TIME OF MISSION.

E. TYPE OF TARGETS (WHERE APPLICABLE).

F. LIVE VERSUS UNEXPLODED ORDNANCE (WHERE APPLICABLE).

3. A LARGE NUMBER OF 4TH MAW ASSETS WILL BE INVOLVED IN DIRECT SUPPORT OF THE FOLLOWING EXERCISES:

<u>EXERCISE</u>	<u>DATES</u>
A. KERNEL BLITZ	24 MAR-7 APR
B. CAX-7	3-18 JUN
C. CAX-8	25 JUN-8 JUL

NOTE 1: Submit all TEEP ASR requests to MARFORRES informing appropriate MSC and 4th MAW.

SOP FOR TRAINING

APPENDIX E

BATTALION FIELD TRAINING DAYS (BFTD) AND EQUIVALENTS

A. GENERAL

1. Purpose. This appendix provides guidance concerning the reporting of BFTD's.

2. Background. A BFTD is defined as a day of training in furtherance of a units training mission and is subject to the following guidelines and MCO P1500.43.

a. A BFTD is at least 8 hours long and can be as long as 24 hours in cases involving more than 1 day of training. The subsequent day starts at 0600. 1/2 of a BFTD can be credited for 4 to 8 hours of training.

b. A BFTD must be conducted in the field, away from garrison or debarked from amphibious shipping.

c. Since units may not normally conduct training at the battalion level, BFTD's will be computed on equivalents relative to the subordinate unit's size. The same applies to nonorganic units assigned to task command.

d. The following equivalents will be used to report BFTD's for the units identified below:

Regt Hq	0.25	AAV Co	0.25
Infantry Bn	1.00	AAV Plt	0.06
Infantry Bn Hq	0.10	AAV Sec	0.02
Infantry Co	0.25	LAI Co	0.20
Infantry Plt	0.06	LAI Plt	0.05
Weapons Co	0.25	Artillery Bn	1.00
Dragon Plt	0.08	Artillery Bn Hq	0.10
81 Mortar Plt	0.08	Artillery Btry	0.33
HMG Sec	0.08	Recon Co	0.25
Tank Bn	1.00	Recon Plt	0.11
Tank Bn Hq	0.10	Recon Tm	0.03
Tank Co	0.25	Combat Engr Co	0.20
Tank Plt	0.06	Combat Engr Plt	0.06
TOW Co	0.20		
TOW Plt	0.06		
TOW Sec	0.02		

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BATTALION FIELD TRAINING DAYS REPORT

Date

From:
To: MARFORRES/appropriate MSC (Attn: G-3TRNG)
Via:

Subj: REPORT OF BATTALION FIELD TRAINING DAYS FOR FY 19__

Ref: (a) MCO P1500.43C

1. Per the reference, this BFTD report is submitted:

A. BN TYPE/BN ID (NOTE 1):

BFTDs /O&MMC (NOTE 2):

COST ELEMENT

FUEL:

CONSUMABLES:

REPAIR PARTS:

DEPOT MAINTENANCE:

B. COUNTER-NARCOTICS TRAINING OPS (NOTE 3):

C. AVERAGE OPERATING INVENTORY:

WHEELED TACTICAL VEHICLES (E.G. HMMWV, 5-TON TRUCKS)

TANKS:

AAVs:

LAVs:

D. NARRATIVE EXPLANATION (NOTE 4):

E. POC

NOTE 1: LIST EACH COMBAT ARMS BN TYPE AS IDENTIFIED IN FIRST PARAGRAPH UNDER BFTD EQUIVALENTS AND BY UNIT DESIGNATOR.

NOTE 2: LIST TOTAL NUMBER OF BFTDs AND O&MMC FUNDS TO SUPPORT BFTDs FOR EACH UNIT FOR EACH FISCAL YEAR.

NOTE 3: INDICATE SEPARATELY, BFTDs/O&MMC FUNDS TO SUPPORT COUNTER NARCOTICS TRAINING OPS.

NOTE 4: PROVIDE SUBPARAGRAPH FOR EACH UNIT CONTAINING EXPLANATION AND JUSTIFICATION FOR THE LEVEL OF BFTDs AND FUNDING WHERE A SIGNIFICANT INCREASE OR DECREASE OCCURS FROM THE PREVIOUS YEAR'S REPORT.

2. Collective Unit Training Projection. For preparation of the

SOP FOR TRAINING

Program Objective Memorandum (POM) for FY 19xx, a report of Unit Training Exercises is required. Provide actual FY 19XX and projected FY 19XX-19XX (4 years) numbers of CPX, CAX, Afloat/Landing Exercises, JCS Exercises, and other major exercises as appropriate. This Data should be reported at the MEF/DIV/WING, RMAGTF/REG/GRP, and RMAGTF/BN/SQDN levels. Each exercise should be reported in one, and only one, category. The following format should be used:

	(ACTUAL)	(PROJECTED)			
	FY-94	FY-95	FY-96	FY-97	FY-98
CPX					
CAX					
AFLOAT/LANDING					
OTHER JCS EXERCISES					
OTHER (AS APPROPRIATE)					

Inspector Instructor

Signature of Commanding Officer

SOP FOR TRAINING

APPENDIX F

FORMAT FOR REQUESTING ADDITIONAL TRAINING PERIODS (ATPs) READINESS MANAGEMENT PERIODS (RMPs)

A. GENERAL

1. Purpose. This appendix provides guidance concerning the use of ATP's and RMP's. They are paid training periods which are used in addition to the 48 regularly scheduled IDT drill periods. Paragraphs 2602 and 2604.2 of MCO P1001R.1G (MCRAMM) promulgates policy and management instructions regarding the use of ATPs/RMPs.

SAMPLE REQUEST FORMAT

Date:

From: Commanding Officer/Inspector-Instructor
To: MARFORRES/APPROPRIATE MSC (G-3 TRNG)

Subj: REQUEST FOR ADDITIONAL TRAINING PERIODS (ATPs)/READINESS
MANAGEMENT PERIODS (RMPs)

Ref: (a) MCO P1001R.1G (MCRAMM)

1. Per the reference, the following ATPs/RMPs are requested:

a. Number of individual Marines desiring ATPs/RMPs :

Officer: ATPs RMPs Enlisted: ATPs RMPs

b. Number of ATPs/RMPs per individual:

Officer: ATPs RMPs Enlisted: ATPs RMPs

c. Total number requested:

Officer: ATPs RMPs Enlisted: ATPs RMPs

2. Justification. (The request should indicate the circumstances dictating the requirement for the total number of ATPs/RMPs requested.)

Inspector-Instructor

Commanding Officer/OIC

SOP FOR TRAINING

SAMPLE LOG BOOK ENTRY FOR ATP'S/RMP'S MANAGEMENT

<u>DATE</u>	<u>NAME</u>	<u>GRADE</u>	<u>SSN</u>	<u>NR PRV COND</u>
(1)	(2)	(3)	(4)	(5)

1. DATE CONDUCTED
2. NAME OF SMCR UTILIZING ATP/RMP
3. GRADE OF SMCR UTILIZING ATP/RMP
4. SSN UTILIZING
5. NUMBER OF ATP'S/RMP'S PREVIOUSLY CONDUCTED BY SMCR THIS YEAR.

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APPENDIX G

SAMPLE MID-RANGE (ANNUAL) TRAINING PLAN

A. GENERAL

1. Purpose. This appendix provides guidance to the Commander concerning the development of the Mid-Range training plan. Mid Range planning develops specific training objectives based on the goals and guidance prepared from the MARFORRES Campaign Plan. Mid-Range plans address the immediate future, usually the next twelve (12) months. The focus of these plans will vary greatly depending upon the type of unit and mission assigned.

SAMPLE MID-RANGE PLAN

Date:

From: Commanding Officer/Officer In Charge
To: Distribution List (See Note 1)

Subj: Mid-Range Plan, FY 19XX

Ref: (a) (List Appropriate References)

Encl: (1) List Enclosures
(2)
(3)

1. Purpose. (State the purpose of the plan).

Example: To provide a basis for planning, conducting, and evaluating training within the _____ (unit) from 1 Oct 19XX to 30 Sep 19XX.

2. Information. (Describe background for and give guidance regarding implementation of this plan.)

Example: This Mid-Range Plan is based on a prioritization of the following: the concept of this _____ (unit's) participation in _____ (Annual Training) during the next FY; the specific training requirements promulgated by MCOs (See Chapter 2 and appendix B); the specific training promulgated by reference (a); the specific training requirements promulgated by _____ (higher headquarters intermediate between the planning unit and the MSC; and the current levels of this _____ (unit's) individual

SOP FOR TRAINING

and collective proficiencies. From these sources of information, the _____ (unit's) general training goals for FY 19XX are identified below. See Commander's Training Guidance. Detailed training guidance will be published in training schedules and other training directives.

4. Commander's/OIC's Training Guidance. (Derived from the information in paragraph 3 above and the Commander's/OIC's training philosophy and Commander's Intent, whereby the Commander/OIC identifies training goals to be accomplished.

Example: Collective training will focus on training to conduct the helicopterborne assault (the concept of the unit's employment during AT), crew served weapons training, the selected MCCRES Mission Performance Standards (MPS) standards for which are listed in Attachment 1. _____ Marines have been identified as not having completed MOS training; therefore, this headquarters has scheduled _____ of those Marines to continue/complete their formal school education during Alternate Annual Training (ALTAT) or additional Active Duty for Training (ADT). Training within the _____ (unit) will be conducted at the lowest possible level with an emphasis on instruction by NCOs and SNCOs. All personnel will actively participate in the _____ (unit's) resident course of Professional Military Education (PME) as outlined by current MCOs and directives.

5. Schedule of Events/Annual Inactive Duty Training (IDT) Schedule. (Describe overview of major training/planning events and IDT schedule for the training year.)

EXAMPLE: Attachment (2) is a by month overview of the _____ (unit's) schedule of major events and IDT schedule for the training year, including identification of training goals for each period, night and field training, live fire training, AT planning conferences and social events. Subordinate units will not schedule weekends and designated as national holidays weekends by Federal law or Presidential Executive Order. Refer to appendix I, Holiday Periods, and ensure that you check the current calendar year plus one. Subordinate units will adopt the same annual IDT schedule.

6. Other Paragraphs. (At the discretion of Commander/OIC, include other paragraphs if necessary to clarify above paragraphs and publish additional information to subordinate elements to assist them with their planning.)

7. Action. (Identify responsibilities to be carried out by specified individuals, staff sections, and units.)

EXAMPLE:

a. S-3/Company Commanders: Determine Training Objectives based on training goals.

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b. Training Officers/Company Commanders: Plan and publish Quarterly training Schedules based on training objectives: evaluate execution of training; at the end of each quarter, advise this Headquarters whether or not training goals for the quarter have been attained.

Inspector-Instructor

Commanding Officer/OIC

DISTRIBUTION:

Note 1: Distribution should always be the unit's distribution which includes the appropriate MSC's, G-3 TRNG, intermediate higher headquarters, and subordinate units.

SAMPLE COLLECTIVE TRAINING STANDARDS

Ref: (a) MCO 3501.3 (VOL II MCCRES)

1. Crew-served weapons collective training will be conducted per the reference and Mission Performance Standards (MPS):

a. 2B.1.5 Employ Tank Weapons (AT-4)

b. 2B.1.4 Employ Heavy Machine Guns (M-2 .50 Cal) (continue listing those identified by Commander/OIC)

2. Helicopterborne collective training will be conducted per the reference and MPS:

a. 2A.10.10 Conduct a Helicopterborne Assault (continue listing those identified by Commander/OIC)

b. 2A.10.11 ...

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SAMPLE MID-RANGE PLAN

SAMPLE OVERVIEW OF SCHEDULE OF EVENTS/INACTIVE DUTY TRAINING (IDT) SCHEDULE FOR FY 19xx

OCTOBER

<u>EVENT/DATE</u>	<u>LOCATION</u>	<u>LIVE FIRING</u>	<u>NIGHT</u>	<u>FIELD</u>	<u>HIGHLIGHTS</u>
IPC FOR ATD	CAMLEJ	N/A	N/A	N/A	PUBLISH LOI 11-13 OCT FINALIZE EQUIP & PER- SONNEL, ID HOST UNIT REQ
IDT 18-20 OCT (5 IDT PERIODS)	FT. DIX	YES	YES	YES	STAFF FUNCTION HELO ASSAULT, EMPLOYMENT OF CREW-SERVED WPNS IN HQ CO REAR AREA SECURITY
DIV. TEEP CONFERENCE	NOLA	N/A	N/A	N/A	SOLIDIFY CURRENT FY AT SCHEDULE, CONCEPT FOR FY+1 AT, COORD TRNG SPT FOR FY+1

NOVEMBER

<u>EVENT/DATE</u>	<u>LOCATION</u>	<u>LIVE FIRING</u>	<u>NIGHT</u>	<u>FIELD</u>	<u>HIGHLIGHTS</u>
IDT 10-11 NOV (4 IDT PERIODS)	TRNG CTR	N/A	N/A	N/A	MARINE CORPS BIRTH- DAY BALL (all hands)
18-20 NOV	TRNG CTR	NO	NO	NO	PME SNCO/NCO LEVEL OF INSTRUCTION

DECEMBER

<u>EVENT/DATE</u>	<u>LOCATION</u>	<u>FIRING</u>	<u>NIGHT</u>	<u>FIELD</u>	<u>HIGHLIGHTS</u>
IDT 8-10 DEC (5 IDT PERIODS)	K-RANGES	YES	YES	YES	FAMILIARIZATION FIRE DAY/NIGHT PRO- FICIENCY W/INDIV & CREW SERVED WPNS, OPPORTUNITY FOR CON- CURRENT TRNG

NOTE 1. Continue monthly description of overview for FY Training.
IDT meetings may be held whenever the Commander/OIC determines the

SOP FOR TRAINING

JANUARY

need to convene and discuss the specific training objectives for the forthcoming drills. IDT meetings will not be held during weekend drills.

NOTE 2. All units training should be based on the Marine Corps Combat Readiness System (MCCRES). The Mid-Range Plan is the preferred location to list the standards that you are training to and the Individual Training Standards (ITS's) and Mission Performance Standards (MPS's) that you will accomplish.

SOP FOR TRAINING

MID-RANGE PLAN CHECKLIST

_____ DETERMINE TEEP INPUTS FOR ANNUAL TRAINING.

_____ DETERMINE TRAINING PRIORITIES; MISSION-ORIENTED TRAINING (INDIVIDUAL AND COLLECTIVE BEING THE FIRST).

_____ FIELD TRAINING IDENTIFIED.

_____ NIGHT TRAINING IDENTIFIED.

_____ WEAPONS DAY/NIGHT FIRING IDENTIFIED.

_____ IDENTIFY PERSONNEL NOT MOS QUALIFIED AND DEVELOP STRATEGY FOR MOS QUALIFICATION.

_____ INCREMENTAL IADT PERSONNEL IDENTIFIED; PLAN FOR COMPLETION OF MOS TRAINING; FORMAL SCHOOL REQUEST SENT AND TRACKED.

_____ IDENTIFY PRIOR SERVICE MARINES FOR PARTICIPATION SMCR IST PROGRAM; DEVISE INDIVIDUAL COURSES OF STUDY FOR PARTICIPATION. EXAMPLE: FORMAL SCHOOLS, VOTEC, ETC.

_____ IDENTIFY MCO 1553.3 AND MSC PARTICULAR TRAINING REQUIREMENTS APPLICABLE TO UNIT WHICH NEED TO BE ACCOMPLISHED. EXAMPLE: MARINE COMBAT WATER SURVIVAL TRAINING. ALL PERSONNEL MAY ALREADY BE QUALIFIED 3D CLASS, AND THERE MAY BE NO REQUIREMENT TO INCREASE CLASS OF QUALIFICATION. THUS, THERE IS NO NEED TO CONSIDER THIS REQUIREMENT IN PLANNING FOR TRAINING.)

_____ IDENTIFY MCO 1553.3 TRAINING REQUIREMENTS.

_____ PLAN FOR TRAINING MANAGEMENT INSTRUCTION/UPDATE.

_____ PLAN FOR PROFESSIONAL MILITARY EDUCATION OF OFFICERS, SNCOS, NCOS; INCLUDING SNCO/NCO PME SERVICE SCHOOLS.

_____ SCHEDULE PFT.

_____ SCHEDULE MARINE CORPS BIRTHDAY BALL.

_____ SCHEDULE OFFICER/SNCO/NCO MESS NIGHT/DINING IN.

_____ PLAN FOR THE COMPLETION OF UNIT COMMAND CHRONOLOGY.

_____ ANNUAL TRAINING PLAN, IDT DRILL DATES, AND AT DATES - BY MONTH AND BY UNIT.

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APPENDIX H

SAMPLE SHORT-RANGE TRAINING PLAN AND QUARTERLY TRAINING BULLETIN

A. GENERAL

1. Purpose. This appendix provides guidance to the Commanders in the planning of the Short-Range Training Plan. The Short-Range Plan is the final phase of the overall framework in the training process. This is the final plan that the units will work off during their monthly drill, the detailed training schedules that control and coordinate daily training and other unit activities. It provides specific guidance to trainers and other personnel associated with the training process, and makes provides for the final coordination that will be needed.

SAMPLE SHORT-RANGE PLAN

Date:

From: Commanding Officer/Officer In Charge
To: Distribution List

Subj: Short-Range Plan, Quarterly Training Schedule (QTS)

Encl: (1) Quarterly Training Schedules for the Quarter, FY 19xx
(Note: there should be three plans, one for each month)

1. Purpose. To publish the training schedules for the __Quarter of FY 19XX.

2. Comander's/OIC's Quarterly Training Goals. (Description of the training goals for the quarter to be published for all units, I & I staffs, and separate battalions.)

EXAMPLE: To train and evaluate crew-served weapons proficiency in accordance with MPS 2x.5-M-60E3 7.62 medium machine gun. Completes Officer, SNCO/NCO MCI professional Development courses on Training Management. To train and evaluate ITS system for personnel administration OCCFLD 01 while in the field.

3. Action. (Identifies by name, time, location, subject, reference, and uniform/equipment required to conduct and evaluate training in accordance with the training schedule.)

EXAMPLE: Company Commanders, Platoon Commanders, Section Heads will

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conduct training in accordance with the applicable references and enclosures.

4. Monthly Training Highlights. Monthly Training Highlights for all units are to be consolidated at the regimental level and separate battalions. They are to be submitted to this headquarters, G-3 Trng. See appendix A for required date.

Inspector-Instructor

Commanding Officer/OIC

Distribution:

Copy To:

Note 1: This document is a derivative of the Mid-Range Plan, and is one of the Commander's/OIC's most important training management tools. Created and used wisely, it will ensure that each Marine is receiving challenging training every minute of the IDT period. There is no excuse for Marines waiting in line or missing valuable training instruction.

Note 2: Submission Date: In accordance with appendix A of this manual, the QTS is due to this headquarters the 15th day of the month prior to the quarter in which the training will be conducted. Changes to the QTS are permissible; however, they must be published as they occur in the same manner as the QTS was published. Failure to publish these changes immediately may adversely impact the planning of higher, adjacent, and subordinate headquarters. Telephone changes are permitted on short-fused training evolution's, but be sure to follow up with the actual hard copy changes as required. It is important to remember the who, what, where, when, instructor (primary & alternate), study assignment, and any special remarks when planning your training.

Note 3: Instructor. The instructor is the individual Marine who is immediately responsible to the Commander/OIC for the execution of that specific period of training. Given notice of this responsibility a quarter in advance, the instructor will be prepared to conduct valuable and challenging training. Review Chapter 6 of this Manual on the how to conduct and evaluate training. Thoroughly prepared long-range, mid-range, and short-range plans will ensure the provision of resources to support that training.

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Note 4: Study Assignment. The QTS and any changes will be published and posted for all personnel. It will provide to them notice of how to prepare for each period of training. Also, it provides other pertinent information such as; uniforms, equipment, etc.

Note 5: Remarks. The remarks block in the training schedule may be used to convey the uniform and equipment codes, special equipment, organization for training, and any other required information related to that specific period of instruction.

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Sample Short-Range Training Plan

Date Time	Personnel to be Trained	Subject Task/MPS	Ref	Location	Instructor Evaluator	Uniform/ Equipment	Remarks/ Support Required

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APPENDIX I

HOLIDAY PERIODS

A. GENERAL

1. Purpose. This appendix is provided to help the Commanders recognize National Holiday Periods and some local ones, that may play a part in the planning of the units training.

NEW YEAR'S EVE/NEW YEAR'S DAY	(1st WEEK OF JANUARY)
MARTIN LUTHER KING'S BIRTHDAY	(2d/3d WEEK OF JANUARY)
PRESIDENTS DAY	(3d WEEK OF FEBRUARY)
EASTER WEEKEND	(1st WEEK OF APRIL)
MEMORIAL DAY	(LAST WEEK OF MAY)
4TH OF JULY	(4TH DAY OF JULY)
LABOR DAY	(1st WEEK OF SEPTEMBER)
COLUMBUS DAY	(2d WEEK OF OCTOBER)
VETERANS DAY	(2d WEEK OF NOVEMBER)
THANKSGIVING WEEKEND	(4th WEEK OF NOVEMBER)

LOCAL/REGIONAL

MARDI GRAS	(TUESDAY IN FEBRUARY/MARCH)
CINCO DE MAYO	(1st WEEK OF MAY)
SUPER BOWL	(LAST WEEK OF JANUARY)
SAINT PATRICKS DAY	(17th DAY OF MARCH)

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APPENDIX J

MOBILE TRAINING TEAM (MTT) SUPPORT REQUEST FORMAT

A. GENERAL

1. Purpose. This appendix provides guidance in the requesting of Mobil Training Teams (MTT). MTT's provide flexibility and a broad category of training assistance to the Commander. Training Teams are organized to meet specific training requirements to provide training assistance to the unit. There are two sources of MTT's:

a. Those units under operational control of MARFORRES and;

b. Those units sponsored by the various commands at Expeditionary Warfare Training Group, Pacific/Atlantic (EWTG PAC/LANT), and Marine Corps Combat Development Command (MCCDC). The following represents a sample MTT Request Format:

MOBILE TRAINING TEAM (MTT) SUPPORT REQUEST FORMAT

1. Course Title:

Example: NUCLEAR, BIOLOGICAL, & CHEMICAL (DEFENSE) TRAINING

2. Objectives of Course: (Describe unit's training objectives for course).

3. Level of Instruction:

Staff _____ Unit _____ Officer Only _____

Enlisted Only _____ SNCO _____ NCO _____

Other _____

4. Audience Potential:

Unit(s) _____ Number of Officers _____

Number of SNCOs _____ Number of NCOs _____

Number of LCpls & Below _____

5. Recommended Course Length:

Inclusive Dates: Primary _____ Alternate: _____

1 Day (8 hours) _____ 2 Days (16 Hours) _____

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6. Special Equipment/Facilities Required: (Describe TAVS-type equipment/facilities required).

Example: Video Cassette.

7. Recommended Command to provide MTT: (Name of Organization, and describe any liaison conducted and unit's point of contact/telephone number & FAX).

Example: EWTGPAC, EWTGLANT, or any specific unit.

Phone Number: Office _____

Home _____

8. Follow-up: Confirm via Message Traffic or Correspondence Letter.

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APPENDIX K

SAMPLE REPORT OF ANNUAL TRAINING (AT)

A. GENERAL

1. Purpose. This appendix provides guidance for reporting Annual Training to Higher Headquarters. Unit AT is the primary training period of the reserve training year. It provides the context for unit commanders to prepare and execute training plans. AT establishes the parameters, within the unit commander's plan, for mission oriented training during the year.

SAMPLE REPORT OF ANNUAL TRAINING (AT)

DATE:

From: Commanding Officer/OIC
To: Commander, Marine Forces Reserve, G-3 OPS
Via: Commanding General, 4th Marine Division, G-3 OPS

Subj: Report of Annual Training (AT) for Fiscal Year 19__

Ref: (a) MCO 1540.34B

1. Per the reference, Report of Annual Training conducted by personnel of (Unit Designation) during Fiscal Year 19__ is submitted.

2. AT Attendance

(Only those SMCR on the unit's roll as of 30 September of FY under consideration will be counted).

EXAMPLE:

(1) UNIT	(2) AT NOT REQD	(3) AT	(4) UNIT REQD AT	(5) ALTERNATE AT (ALTAT)	(6) HOME TRNG CTR	(7) MISSED AT
A/1/23	20	100	85	10	3	2

(The following defines each information column. Due date at this headquarters, G-3 OPS is 30 October.)

a. Column 1 is the unit designation.

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b. Column 2 refers to those SMCR not required to attend an AT during that FY. This group includes:

- (1) Cat F personnel.
- (2) Personnel at Incremental IADT.
- (3) Cat L personnel.
- (4) Cat P personnel.
- (5) Newly joined personnel that were released/discharged from active duty in the same FY.
- (6) Personnel having attended Initial ADT in the same FY.
- (7) Personnel having attended Incremental IADT in the same FY.
- (8) Personnel having accumulated 14 days or more active duty for training in the same FY.
- (9) Newly joined personnel that attended AT with another SMCR unit in the same FY.
- (10) Recruiter Aides/Enlisted Assistants.

c. Column 3 reflects the number required to attend AT in the FY.

d. Column 4 is the number that attended unit AT. Unit AT is defined as AT listed on the Annual TEEP.

e. Column 5 identifies those SMCR personnel that performed an Alternate AT other than at the Home Training Center.

f. Column 6 are those personnel that performed AT at the Home Training Center.

g. Column 7 accounts for SMCR personnel that were required to perform AT during the FY, but did not. It should be noted that all SMCR personnel are required to perform AT unless they are in one of the categories in paragraph 2b above. If excused from a particular period of AT, a SMCR Marine is required to attend an AT during the FY.

h. Columns 4-7, when added, will equal column 3.

i. If the CO/OIC/I&I considers it necessary to comment on any column's figure, they are encouraged to do so. For example: six

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SMCR missed AT for the FY and two of those SMCR had been determined Not Physically Qualified (NPQ) and they were to be examined by medical review boards for possible separation.

Inspector-Instructor

Commanding Officer/OIC

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APPENDIX L

REPORT OF INDIVIDUAL TRAINING

A. GENERAL

1. Purpose. This appendix provides guidance concerning the Report of Individual Training. The following format is to be used in submitting the report to MARFORRES (G-3T).

SAMPLE REPORT OF INDIVIDUAL TRAINING

Date:

From: (Unit)
To: Commander, MARFORRES (G-3T)
Via: Appropriate chain of command

Subj: REPORT OF INDIVIDUAL TRAINING FOR FISCAL YEAR 19__.

Ref: (a) ForO P1540.3 (SOP FOR TRAINING)

1. Per the reference the following training information for FY-__ is provided:

a. Marksmanship

(1) Rifle: Required to fire - _____

(a) Fired - _____
(b) Not Fired - _____
(c) Not Qualified - _____

(2) Pistol: Required to fire - _____

(a) Fired - _____
(b) Not Fired - _____
(c) Not Qualified - _____

(3) High Shooters:

(a) Rifle: (name, rank, SSN, score (During that year)
(b) Pistol: (name, rank, SSN, score (During that year)
(c) Qualified PMI's: (name, rank, SSN, MOS, Date of

course)

(d) Distinguished Shooters: (name, rank, SSN, MOS,

points)

(e) Marines with Match Experience: (Name, Rank, match, date, score)

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b. Swim Qualification

- (1) Required to Test - _____
- (2) Total Tested - _____
 - (a) WSQ - _____
 - (b) CWS 1 - _____
 - (c) CWS 2 - _____
 - (d) CWS 3 - _____
 - (e) BWS - _____
 - (f) Unqual - _____

(3) Advance Life Saver Certified: (name, rank, SSN, MOS, score)

(4) Combat Swimmer Instructor Water Survival Training Certified: (name, rank, SSN, score.)

(5) Unqualified: (name, rank, SSN, MOS, MOS requirement.)

(6) Qualified but not meeting MOS requirement: (name, rank, SSN, MOS, REQ.)

c. Physical Fitness

(1) Required to Test - _____

(2) Total Tested

- (a) 1st Class - _____
- (b) 2d Class - _____
- (c) 3d Class - _____
- (d) Unqual - _____
- (e) Did not test - _____

(3) 300 Club. (name, rank, SSN, MOS, score)

(4) 285 - 299 Club. (name, rank, SSN, MOS, score)

(5) Unqualified. (name, rank, SSN, MOS, score, reason for failure)

d. Weight control/Personal Appearance:

(1) Weight Control

- (a) Total on program - _____
- (b) Total Sat. complete - _____
- (c) Total UNSAT - _____
- (d) Extensions Granted - _____
- (e) Discharged for Wt. Control - _____

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(2) .Personal Appearance

- (a) Total on program - _____
- (b) On program over 6 mo. - _____

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APPENDIX M

ADDITIONAL FORMAL, MOS, AND SPECIAL SCHOOLS INFORMATION AND TRAINING CHIEFS CHECKLIST

A. GENERAL

1. Purpose. This appendix provides guidance and procedures for the preparing and tracking of individual reserve orders.

CONFIRMATION PROCEDURES

1. Confirmation procedures concerning the status of formal school nominees may occur at two stages during the process of acquiring school quotas. The two stages are listed below:

a. BNA. By Name Assignment (BNA) is an electronic school roster which can be easily accessed by any unit that has the "read only" capability, otherwise referred to as on-line viewing capability. This capability requires the user to possess a valid user identification (user ID) and password which is obtained via MARFORRES, G-6. To access BNA, the using unit must have the Course Identification Number (CID), the class number. An example of this is (02-94) and the SSN of the nominee. A screen will appear on the Video Display Terminal (VDT) that resembles a class roster. Search the roster for the nominees SSN to confirm the quota has been right-fully allocated.

b. AAS. The Automated Assignment System (AAS) is the system which units use to ascertain the status of their nominee's orders. In accessing AAS, a TON NUMBER (TON #) is obtained by using screen F1E from the Marine Corps Reserve Support Command (MCRSC) Management System. Enter the nominee's SSN and the FY to obtain this TON #. When this entry is complete, orders may be printed on the local on-line printer. One of two codes will appear:

(1) IOQG. This code means that the orders have been generated, but not authenticated. These orders cannot be used until they are authenticated by the MARFORRES, G-1.

(2) IOOA. This code signifies that the orders have been authenticated, and they are ready for execution. The orders can be viewed via the AAS and printed from screen F1C. When the orders are printed, they have a sentence stating these orders constitute ORIGINAL ORDERS. They are transmitted to the unit I & I via Naval Message format. When the orders are received by the I & I, they are stamped at the top ORIGINAL ORDERS. Also, there is a paragraph stating that these orders are in compliance with MCO P1000.6 in the receipt and delivery of these orders. Finally, the orders are issued to the unit's nominee for that specific course.

SOP FOR TRAINING

TRAINING CHIEF'S CHECKLIST

1. Do you have your Training Input Plan (TIP) quota requirements?
2. Do you have a list of your unit's MOS mismatches?
3. Do you know who your unit's PSTA Marines are?
4. Does the Training NCO know who the unit Incremental Initial Active Duty for Training (IIADT) Marines are?
5. Does the Training NCO have a user ID to access the By Name Assignment (BNA) program?
6. Prior to submitting a Marine for a course quota, has the Marine met the course prerequisites? Do you have an alternate? Does the alternate meet the course prerequisites? Has the Marine been fully briefed and screened using the Command Screening Checklist?
7. Are your school requests submitted to the respective MARFORRES, G-3 TRNG for PSTA schools, or to appropriate MSC's, G-3 TRNG for all other formal, MOS, and special schools between 60-90 days prior to the course convening Date (CCD)?
8. If a short fuse school request is submitted, does it contain justification for the late request?
9. Before a Marine submits a request for a course quota, has he obtained prior consent from his employer with respect to the time required to take the course?
10. Has the Marine been inspected prior to departure for school? Does the Marine possess the uniforms, etc. that are required for the course?
11. Is the Marine still able to pass the course prerequisites prior to departure for the subject school?
12. Did the unit ensure that he/she is physically fit and within the Marine Corps height and weight standards?
13. Is the Command Screening Checklist signed by the Medical Officer?
14. If the Marine is administratively, medically, or academically dropped from a school, did the command notify the MARFORRES, G-3 TRNG in the case of a PSTA quota; or the MSC, G-3 TRNG in the case of all other school quotas?
15. Is the unit checking up on the Marine's progress while he/she is attending the course?

SOP FOR TRAINING

16. Upon the completion of subject named course, did the Marine liquidate his/her orders within three (3) working days. Did the unit notify MARFORRES or the appropriate MSC, G-3 TRNG in the case of a Marine being selected as the honor graduate? Did the unit's S-1 enter the completed training information in the Marine's SRB/OQR in a timely and accurate fashion?

(Note: These are some of the questions that the unit training chiefs should be asking their Marines prior to submitting a Marine for a school quota, or following up on a Marine while attending a school, or when a Marine returns from successfully completing a course.)

SOP FOR TRAINING

SCHOOL REQUEST TIME LINE

1. The following time line is provide to ensure maximum benefit in planning for a specific course of instruction and adding value to the individual Marine's career growth.

TIME LINE:

Step 1. Between 60-90 days from the Course Convening Date (CCD), all formal schools requests are due to MARFORRES or the appropriate MSC's G-3 TRNG. Confirmation of school seat availability is performed by MARFORRES and the appropriate MSC's within ten (10) working days on routine quota requests and immediately upon obtaining a non-programed quota request.

Step 2. At 45 days, nominee's SSN must be entered into BNA to solidify school seat.

Step 3. At 30 days, this period is the last opportunity to modify a school request. Requesting units check AAS for status of orders. Orders are generated and transmitted to requesting unit. The nominee receives the orders from the unit. Administration and orders execution phase begins.

Step 4. Student prepares for school.

Step 5. Student attends and graduates from course.

Step 6. At G+3, student files travel claim and liquidates orders.

Step 7. At G+10 days, requesting unit reports to the MSC on the status of the student (Honor graduate, completion, failure).

SOP FOR TRAINING

AUTOMATED ASSIGNMENT SYSTEM (AAS)

1. Description. The AAS is used to prepare, produce, and track individual reserve orders. It links the Reserve Manpower Management Personnel System with the Marine Corps Reserve Support Command (MCRSC) Management System. It edits the individual's eligibility for orders and the cost of these orders. AAS produces either message or letter type orders, updates funds, maintains a history record, and permits users to query the status of a set of orders.

2. Procedures. The following AAS procedures are explained below:

a. To view the status of orders, perform the following steps:

- (1) Log into KCTMENU from Banyan.
- (2) Type your User ID and Password and select "Enter".
- (3) Read screen and select "Enter".
- (4) To enter CICS, select ALT 1, and select "Enter".
- (5) Select MCRSC Management System, select "Enter".
- (6) To inquire on orders, enter F1E, and select "Enter".
- (7) Tab over to SSN and type SSN and FY, select "Enter".
- (8) Select a period of duty and type the TON Number and FY, select "Enter".
- (9) View order status, look at the codes (IOOG represents that the initial set of orders have been generated; IOOA signifies the orders have been authenticated; MO2A reflects the orders have been modified 2 times; COOA exemplifies the orders have been canceled).
- (10) Selecting ALT 3 will take you back to the main menu.

b. To print a set of orders, perform the following steps as listed below:

- (1) Follow steps 1 through 6 above; then:
- (2) Type F1C, select "Enter".
- (3) Type TON, FY, status (if unknown hit "Enter" and select one), format code, and your on-line printer ID, and select "Enter".
- (4) Selecting ALT 3 will take you back to the main menu.

SOP FOR TRAINING

SAMPLE UNIT MESSAGE SCHOOL REQUEST

RTTUZYUW RUCLFVY0001 0000000- UUUU- -RUCLFVY RHFJSUU.
ZNR UUUUU
R 0000000Z MON 94 ZYB
FM UNIT/S-3T//
TO CG _____/G-3T//
INFO _____
BT
UNCLASS //N01500//
MSGID/GENADMIN/-/S-3TRNG//
SUBJ/SCHOOLS REQUEST//
REF/A/Cmdrs LTR 1500 G-3T DTD/-/-//
AMPN/A MARFORRES FORMAL SCHOOLS REQUEST DESK TOP PROCEDURES//
POC/U.B. SMART/GYSGT/TRNG CHF/_____ S-3 TRNG
/TEL: COML YR NUMBER/TEL:DSN YR NUMBER//
RMKS/1. Per THE REF, THE FOLLOWING INFO IS SUBMITTED:
A. NAME, RANK, SSN/MOS, COMPONENT (USMCR/AR, USMC, USMCR), DOR, ECC,
ALTERNATE, ID WOMAN MARINES WITH "W" PRIOR TO SSN, (DO NOT SEND
SEPARATE MESSAGE FOR EACH INDIVIDUAL IF ALL NOMINEES ARE FOR SAME
COURSE).
B. UNIT'S ZIP CODE/DUTY ZIP CODE.
C. SCHOOLS/COURSE, COURSE ID (CID), CLASS NUMBER AND CODE DATA
PROCESSOR (CDP), DATES/LOCATION (NOM MUST BE SUBMITTED 60-90 DAYS
PRIOR TO CLASS CONVENING DATE (CCD)).
D. SECURITY CLEARANCE (ENTNAC/SBI, DATE CLEARANCE COMPLETED).
E. TRAVEL INFO, COST OF AIR FARE (POV OR GOVAIR), POV AUTHORIZED
ONLY ON REQUEST, RENTAL CAR (STATE REASON).
F. ENSURE MARINE MEETS ALL PREREQUISITES FOR CRS (NAVMC 2771),
PHYSICAL/WEIGHT AND HEIGHT STANDARDS AS SET FORTH IN MCO 6100.10B,
AND HAS THE APPROPRIATE ISSUE OF UNIFORMS. FAX COPY OF PG 8 AND AR
CONTRACT).
G. JUSTIFICATION FOR REQUESTING SCHOOL IS MANDATORY. SHORT FUSE
REQUESTS NEED JUSTIFICATION FOR LATE SUBMISSION. MODIFICATION TO
QUOTAS WILL NOT BE CONSIDERED IF RECEIVED LESS THAN 30 DAYS PRIOR TO
CCD.
H. TYPE OF DUTY REQUESTED: TEMPORARY ADDITIONAL DUTY (TAD) FOR
ACTIVE DUTY AND ACTIVE RESERVE (AR), ACTIVE DUTY FOR TRAINING
(ACDUTRA), ALTERNATE ANNUAL TRAINING (ALTAT).
I. COST OF TRAINING (PAY/ALLOWANCES/PER DIEM/RENTAL CAR).
J. QTRS/MESS INFO.
K. UNIT PRINTER ID # .//
BT
#0001
NNN

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APPENDIX N

SAMPLE COMMANDER'S/OIC'S TRAINING PHILOSOPHY LETTER

A. GENERAL

1. Purpose. This appendix provides guidance concerning the submission of a Commanders Training Philosophy Letter. These letters are a means for the commander to express his views on unit training. This is just an example, we do not want to see copies of the letter sent to MARFORRES.

SAMPLE COMMANDERS TRAINING PHILOSOPHY LETTER

Date

Dear _____,

When we talked last, I conveyed to you some of my views about what I feel this unit's training philosophy should be. I believe it is now appropriate for me to provide you and the other unit commanders a more detailed description of this philosophy. My purpose is to ensure a broad understanding of, and a command approach to the training requirements directed by higher authority, and how they directly impact the unit's mission-oriented training.

In general, the unit is better trained than it has been in the past; however, the unit can do better. There is a gap between the unit's current mission-oriented capabilities and it's full potential. It is appreciated that you already work diligently at your reserve duties. The challenges will not be easy; however, the rewards promise to be greater. With the recent cutbacks in military funding, Congress and the active Marine Corps Force is expecting a great deal more from the Marine Corps Reserve. It is apparent that the unit has been experiencing an increasing level of expectation with regard to a more personal and professional commitment to the reserve program over the recent year.

Therefore, in order to attain unit training goals, we must not only continue to work harder, but the unit must work smarter to get the job done right the first time, every time. To increase the unit's mission-oriented capabilities, unit training programs will focus on the following six goals:

Goal # 1. Accelerate the development and use of Staff Noncommissioned Officers/Noncommissioned Officers during all phases of the unit's training.

Goal # 2. Ensure the productive use of all training time for each Marine.

SOP FOR TRAINING

Goal # 3. Ensure the accurate preparation of timely progressive training plans.

Goal # 4. Ensure Marines complete their MOS training; and those Marines who are already MOS trained, improve their MOS proficiency. The unit goal is 95 percent MOS qualification.

Goal # 5. Improve unit proficiency through individual and collective standards set forth in the Marine Corps ITS and MCCRES orders. My goal is to use the ITS and MCCRES volumes as diagnostic tools to ensure that the unit trains to a common standard much like the active duty force. "Train as you fight" concept will be the bedrock of the unit's training programs.

Goal # 6. Professional Military Education for officer and enlisted personnel is a priority in the context of this unit's mission. A better educated Marine is able to apply the concepts of leadership and knowledge to the everyday training challenges.

To accomplish these goals, we must become better leaders through the stewardship of training. The MARFORRES Training SOP requires us to conduct mission-oriented training to further enhance the unit's combat readiness with regard to the modern battlefield. There is obviously less time to do what needs to be done as compared to the active duty force. However, this simply means that the unit must learn how to manage its time better, if we are going to succeed in accomplishing the unit's training requirements.

Finally, the unit's members must think, act, and train as a team. Through continuous cooperation, teamwork, open communication and sound leadership at all levels of the unit's chain of command will the fruits of victory be born. Every Marine is an important element in the success or failure of the unit's mission. Work together and continually strive to perform under all adverse conditions. I anxiously look forward to meeting every Marine in the unit, and I pledge my personal best in leading this unit to the forefront.

Semper Fidelis,

Commanding Officer/Officer In Charge

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APPENDIX O

SAMPLE FORMAT OF MARFORRES OPERATION & TRAINING SITUATION REPORT

1. The following sample message represents the format for the monthly submission of the MARFORRES OPERATION & SITUATION REPORT:

R 010800Z JUL 94 ZYB
FM TWO THREE MAR//S-3//
TO RUCLNOP/COMMARFORRES//G-3//
INFO //
ETC.....
UNCLAS //N01500//
MSGID/GENADMIN//
SUBJ/OPERATION AND TRAINING SITUATION REPORT FOR THE MONTH OF
STATE THE MONTH AND YEAR//
REF/A/ RMG COMMARFORRES /240300Z NOV 92/-//
RMKS/1. THE FOLLOWING SITUATION AND TRAINING REPORT FOR (UNIT)
SUBMITTED FOR THE MONTH OF (STATE MONTH & YEAR).
A. SIGNIFICANT EVENTS:
(BY HQCO AND SEPARATE BATTALIONS.)
B. EXERCISE/OPERATIONS:
(BY HQCO AND SEPARATE BATTALIONS.)
C. PROJECTED ACTIVITIES:
(BY HQCO AND SEPARATE BATTALIONS.) (TRAINING HI - LIGHTS FOR NEXT
MONTH)
D. TRAINING/TRAINING SUPPORT CONCERNS:
(BY HQCO AND SEPARATE BATTALIONS.)
E. COMMUNITY RELATIONS:
(BY HQCO AND SEPARATE BATTALIONS.)
F. PERSONNEL:
(1) RECRUITING ISSUES:
(BY HQCO AND SEPARATE BATTALIONS.) LIST QUOTA AND ATTAINED
CATEGORIES.
(2) ON BOARD STRENGTH:
(BY HQCO AND SEPARATE BATTALIONS.)
BY MOS QUAL, MOS UNQUAL, TOT O/B; BY MAR OFF, MAR ENL, NAV OFF, &
NAV ENL. SUMMARIZE BY MOS QUAL, MOS UNQUAL, TOT O/B, AND BY MAR
OFF, MAR ENL, NAV OFF, AND NAV ENL.
G. FACILITIES EVALUATION/REQUIREMENTS:
(BY HQCO AND SEPARATE BATTALIONS.)
H. HIGHER HEADQUARTERS SUPPORT REQUESTED/UNANSWERED:
(BY HQCO AND SEPARATE BATTALIONS.)
I. PENDING ISSUES OF CONCERN:
(BY HQCO AND SEPARATE BATTALIONS.)
J. DRILL ATTENDANCE PERCENTAGE:
(BY HQCO AND SEPARATE BATTALIONS.)
K. I & I INTEGRATION STATUS:
(BY HQCO AND SEPARATE BATTALIONS.)

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L. MISSION ESSENTIAL EQUIPMENT:
(BY HQCO AND SEPARATE BATTALIONS.)

(A) CMDTY	T/A	O/H	TOTAL D/L	EXC	DEF	%CMBT READY
COMM						
MT						
ORD						
TOTAL						

(B) MISSION ESSENTIAL EQUIPMENT NMCS GRTR THAN 120 DAYS:

TAMCN	NOMEN	QTY
-------	-------	-----

(C) MISSION ESSENTIAL EQUIPMENT DEFICIENCIES:

TAMCN	NOMEN	QTY
-------	-------	-----

(D) CURRENT SUPPLY READINESS(%):

(E) ANY OTHER SUPPLY ISSUES AFFECTING THE ABILITY OF THE UNIT TO
PERFORM ITS MISSION: IF SO, STATE.

M. FISCAL ISSUES:

(BY HQCO AND SEPARATE BATTALIONS.)

IN WHOLE DOLLARS WITH APPROPRIATE NOTES

SUBHEAD	AUTH	OBL	PERCENT
---------	------	-----	---------

27AO PE

27AO TEEP

27AO RAC

2731 RES TVL

2731 CLOH

2731 TEEP

2732 ADSW

2732 TEEP

N. FAMILY SUPPORT PLAN:

(BY HQCO AND SEPARATE BATTALIONS.)

O. MODELING AND SIMULATION DATA.

LIST USAGE, DOWNTIME, AND REMARKS BY HQCO AND SEPARATE BATTALIONS,
AND TYPE OF MODELING & SIMULATION DEVICE.

P. COMMANDER'S ESTIMATE/COMMENTS: STATE PERTINENT ITEMS OF
INFORMATION REFLECTING OPERATION AND TRAINING TOPICS.

BT

NNNN